



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
HIGHER EDUCATION DEPARTMENT ::: DISPUR, GUWAHATI-6

**NOTIFICATION**

The 20th July, 2021

**No.AHE.428/2020/14.-** Government of Assam, Education (Higher) Department, with the approval of Hon'ble Cabinet vide Additional Item No.1 dated 16/06/2021, is pleased to notify herewith the First Statutes of the Rabindranath Tagore University with immediate effect.

**THE FIRST STATUTES, FIRST ORDINANCES AND  
FIRST REGULATIONS  
OF  
RABINDRANATH TAGORE UNIVERSITY**

## THE FIRST STATUTES, ORDINANCES AND REGULATIONS OF RABINDRANATH TAGORE UNIVERSITY

### PREAMBLE

In furtherance of the objectives in the Rabindranath Tagore University Act, 2017, the Vice Chancellor of the University notifies these First Statutes of the University after obtaining the assent from the Chancellor under Section 55 (4) of the Act to facilitate efficient, transparent and accountable governance and management of the University.

### Part-I Preliminaries

#### Statute 1

##### **I. Short Title Extent and Commencement**

- (i) The "Statutes" means the Statutes of Rabindranath Tagore University Statutes.
- (ii) These Statutes shall be called the Rabindranath Tagore University Statutes, 2019.
- (iii) These Statutes shall come into force on such date as the Vice Chancellor may notify these after obtaining the assent of the Chancellor of the University.
- (iv) The Statutes are to be considered in conjunction with the provisions of the Rabindranath Tagore University Act No. XXXIV of 2017. In case of the absence of provisions in the Statutes, Ordinances and Regulations and/or in the case of any unforeseen differences or ambiguities in the provisions of the Statutes and the Act of the University, the provisions as stated in the Act shall prevail.
- (v) The Statutes may be amended by the Executive Council of the University when such necessity arises and the amended Statutes shall come into force after the due process of approval by the Executive Council and notification by the University with immediate effect or may be retrospectively or prospectively as approved by the Executive Council and notified accordingly.
- (vi) The provisions in the Statutes relating to the powers of any authority of the University shall not be amended, repealed or made *de novo* by the Executive Council without obtaining the prior opinions from the concerned authority in black and white on the proposed amendment (s) and its discussion in the Executive Council.

##### **II. Registered Office**

The registered office of Rabindranath Tagore University shall be: P.O. & District: Hojai. PIN – 782435, Assam State.

**Statute 2**

1. Under clause 1 Section 2. of the Rabindranath Tagore University Act, Number XXXIV of 2017, a number of additional terminologies are incorporated under the Definitions as follows:

**Definitions (ii)**

In the Statutes unless the context otherwise requires,

1. "A regular Course of Study" means the academic courses of study offered by the University as full time on campus study.
2. "Act" means the Rabindranath Tagore University Act, Number XXXIV of 2017.
3. "Academic Council" means the Academic Council of the University.
4. "Admission Committee" means the Committee constituted by the University to plan, organise and govern the admission process of students to all academic courses of study of the University in accordance with the terms of references spelt out by the Executive Council of the University under the provisions of the Rabindranath Tagore University Act, Number XXXIV of 2017/Statutes/Ordinances.
5. "Academic Registrar" means the Academic Registrar appointed under the section 17 of the University Act.
6. "Board" means, the Planning Board or any other Board of the University besides the Board of Studies constituted under section 34 of the Act.
7. "Campus" means the premise on which the University and its facilities like Libraries, Laboratories, Lecture Halls, Hostels, Toilets, Students Centres, Dining Halls, Stadiums, Parking Areas, Parks-like Settings, and other amenities like Health Centres, Canteens, Bank Counters, etc., which are situated on the premises of the University and also includes extended campus and covers within its scope places visited as a student of the University including transportation provided for the purpose of commuting to and from the institution, the location outside the University on Field Trips, Internships, Study Tours, Excursions, Short Term Placements, Places used for campus, Cultural Festivals, Sports Meets and such other activities where a person is participating in the capacity of an employee or a student of the University.
8. "Chancellor", "Vice Chancellor" and "Pro- Vice Chancellor" means the Chancellor, Vice- Chancellor and the Pro-Vice Chancellor of the University who shall assume the respective offices as per Section 10, 12 and 14 of the University Act.
9. "Controller of Examination" means the Officer of the University appointed under the section 21 of the University Act to organise, conduct and control all examinations, evaluation of student performance and declaration of the results of the examinations of the University.



10. The "Course Co-ordinator" means the faculty member who is responsible for co-ordinating with faculty members in the designing of academic courses, conduct of classes, organisation of evaluation process through the continuous, comprehensive assessment process for the students of a course, award of grades to the students and co-ordinate with the concerned Head of the Department and the Controller of Examination on all matters pertaining to the process of Examination.
11. "Degree/Diploma" means the Degree-the Bachelor's , Master's and the PhD Degree and the Diplomas as approved by the Executive Council of the University for conferring on successful completion of the academic courses by the students
12. "Deans of Faculty" means the senior faculty member as per section 38 of the University Act who shall be responsible for providing academic leadership and for overseeing academic governance of the Departments and the Centres of Studies under the faculty of the University
13. "Dean, Student Welfare" means the senior faculty member appointed to oversee all matters of academic, extra-curricular, student placement and discipline of the students of the University appointed under section 19 of the University Act
14. "Dean, Research and Development" means the senior faculty member appointed under section 18 of the University Act to provide overall guidance and governance in research and innovation in the University by the students and the faculty members
15. "Employee" means the any person appointed/engaged by the University for any specific purpose with accountability in the teaching and in the non- teaching departments, sections, establishment of the University through due process of the University in accordance with the provisions under the relevant section(s) of the University Act , Statutes, Ordinances and Regulations
16. "Equal Opportunity" means opportunities to all citizens of India in accordance with the provisions under the Constitution of India in availing the benefit of education without discriminating any one on grounds of her/his religion, caste, race, sex or place of birth
17. "Examination" means the assessment and evaluation process of the students' academic performance
18. "External Examiner" means an Examiner from other University or Higher Education Institute who is appointed by the Rabindranath Tagore University as an Examiner in any examination conducted by the University
19. "Faculty member" means a member who teaches in an academic department of the University
20. "Faculty of Studies" means the Faculty of Humanities and Social Sciences, the Faculty of Science and Technology, the Faculty of Environmental Studies, the Faculty of Commerce and Management Studies, etc.,
21. "Fee" means the charges to be paid by the student to the University for availing various services extended by the University

22. "Inclusive" means a principle of the University to include students, researchers, faculty members and non-teaching staff from all sections of the society irrespective of class, creed, economic status, language, sex and religious affiliations
23. "ICT" means Information and Communication Technology which shall be a major platform for conducting teaching, learning, research and governance in the University
24. "Internal Examiner" means an Examiner appointed by the University from within the University academic departments for the purpose of conducting examination of the University
25. "Internal Complaints Committee" means the Committee constituted by the University in compliance with the instructions of the National Commission for Women and the Guidelines issued in implementation of the directives of the Hon'ble Supreme Court of India to prevent sexual harassment of women at work place
26. "IPR" means Intellectual Property Rights
27. "International Students" means students of the University from countries other than India
28. "Internal Quality Assurance Cell (IQAC)" means the Cell constituted by the University for continuous assessment of the quality of the academic and administrative performance of the University in accordance with the Guidelines/Regulations of the National Assessment and Accreditation Council (NAAC) and all other regulatory bodies under the Ministry of Human resource development, Government of India
29. "Liberal Education" means the Liberal Education expounded by the Ministry of Human Resource Development, Government of India as an education which is flexible yet rigorous and which promotes creativity and critical thinking amongst the students
30. "Specially abled person" means persons covered under the Rights of Persons with Disabilities Act, 2016, Government of India
31. "Registrar", "Deputy Registrar", "Finance Officer", "Librarian", "Medical Officer" mean the Registrar, Deputy Registrar, Finance Officer, Librarian, and the Medical Officer of the University respectively who shall be appointed under section 15, 20 of the University Act and the Statutes there under.
32. "Regulatory Body" means statutory bodies established by the central Government from time to time for smooth functioning and maintenance of academic standards in higher education institutes of the country such as the University Grants Commission, All India Council for Technical Education, National Council for Teacher Education, Bar Council of India, Medical Council of India, All India Nursing Council, Pharmacy Council of India, etc.,
33. "Student" means the *bonafide* students of the University
34. "Training and Placement Cell" means the Cell of the University that facilitates grooming of the passed out students in obtaining placement in jobs and other assignments

35. "University" means the Rabindranath Tagore University

36. "University Grants Commission" means the University Grants Commission (UGC) established under section 4 of the University Grants Commission Act, 1956 (3 of 1956).

### **Statute 3.**

#### **University Seal, Flag, Anthem, Logo**

The University shall have its seal, flag, anthem and the logo as stipulated under section 41 (vi) of the University Act.

**3.1** The University shall have a common seal the design of which is

Approved by the Executive Council and which shall be used for all official purposes of the University.

**3.2** The University shall have its University Flag appropriately designed and approved by the Executive Council.

**3.3** The University shall have its Anthem as approved by the Executive Council of the University which shall be played on appropriate occasions with due sanctity.

**3.4** The University may design and adopt such Logo unique to the University for use and display at appropriate places and on appropriate occasions

**3.5** The University Flag, Logo and the Anthem shall not contain anything that may violate the ethos implicit in the culture, heritage and dignity of the University, state and the nation.

### **Statute 4.**

**The terms of office, the method of appointment and the conditions of services of the Officers of the University other than the Chancellor and the Vice Chancellor.**

#### **4.1 Pro- Vice Chancellor**

A Pro- Vice Chancellor may be appointed by the Vice Chancellor as per the provisions in the Section 14 (1)-(5) of the University Act .

##### **4.1.1. Mode of Appointment**

The Vice Chancellor may appoint a Pro-Vice Chancellor from amongst the Professors of the University or from any other Higher Education Institution under intimation to the Chancellor.

**4.1.2. Term of Office**

The Pro-Vice Chancellor shall be appointed for a term of Three years.

**4.1.3. Conditions of Service**

4.1.3.1. The position of the Pro- Vice Chancellor shall be for a period of Three years and shall be co-terminus with the term of the Vice Chancellor.

4.1.3.2. The Pro- Vice Chancellor shall be a member on all statutory bodies of the University.

4.1.3.3. The Pro-Vice Chancellor shall be entitled to an additional allowance as decided by the Vice Chancellor.

**4.1.4. Duties and Responsibilities**

The Pro-Vice Chancellor shall take up the responsibilities assigned to her/him by the Vice Chancellor over and above her/his regular responsibilities as a Professor

**4.2 Registrar**

The Registrar is the chief administrative officer of the University and is the custodian of all assets and the seal of the University and of all other such objects and documents as decided and approved by the Executive Council.

**4.2.1. Mode of Appointment**

The Registrar shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose by the Executive Council. The process of appointment of Registrar shall be initiated by the Vice Chancellor by constituting a Selection Committee with the Vice Chancellor as the Chairperson, one nominee of the University Court, one nominee of the Executive Council, one nominee of the Vice Chancellor from amongst the University Professor, two external experts to be nominated by the Vice Chancellor who may be eminent academic, scientist or a bureaucrat, whose ranks shall not be less than that of a University Professor. The post of the Registrar shall be advertised in the national and regional newspapers and in the University website. A Screening Committee constituted by the Vice Chancellor comprising of one Professor as the Vice Chancellor's nominee and one nominee from the Executive Council shall screen the candidates on the basis of the qualifications and all other eligibility requirements as per the norms of the University Grants Commission/ the Ministry of Human Resource Development, Government of India and as accepted by the State Government. On approval of the Short Listed candidates by the Vice Chancellor, the Selection Committee shall interview the invited short listed candidates and shall place the recommendation for consideration of the Executive Council.

**4.2.2. Term of Office**

4.2.2.1. The Registrar shall be a whole time Officer of the University who shall be appointed for a term of Five (05) years from the date of assuming her/his Office.

4.2.2.2. The Registrar may resign from the position of Registrar by serving advance notice of three (03) months to the Vice Chancellor.

4.2.2.3. The Executive Council may relieve the Registrar from the post on recommendation of the Vice Chancellor on sufficient and convincing ground relating to dereliction of her/his assigned duties/ gross act of delinquency affecting the administration and functioning of the University/ violation of the established Rules and procedures of the University/ proven act of corruption- financial, administrative and moral.

4.2.2.4. In the event of any temporary vacancy in the office of the Registrar due to her/his leave on ground of illness or any other exigency, the Vice Chancellor, on the approval of the Executive Council may commit the charge of the office of the registry to any suitable Officer/Professor of the University for a temporary period.

**4.2.3. Conditions of Service**

4.2.3.1. The Registrar shall be a whole time Officer of the University to be appointed for a term of five (05) years following the provision and the procedure in the University Act/Statutes/Ordinance

4.2.3.2. The Registrar shall serve a probation period of one (01) year which may be further extended to another year, after which on review of her/his performance during the probation period by the Vice Chancellor; she/he shall be confirmed in the position for the remaining period of the term.

4.2.3.3. The Registrar may be considered for reappointment on completion of her/his term should she/he so desires and following the provisions and the procedures under section 15 (1), (2) of the University Act and the Statute 4.1.1.

4.2.3.4. The Registrar shall draw the monthly salary on the pay scale and the Pay Band as approved by the University Commission/the Ministry of Human Resource Development, Government of India and as accepted by the State Government.

4.2.3.5. The Registrar shall be entitled to an official quarter on payment of the approved Licence Fee and the billed Electricity and water Charges as per the norms of the UGC/ Ministry of Human Resource Development, Government of India and as accepted by the State Government.

4.2.3.6. The Registrar shall be entitled to an official vehicle 24 x 7



**4.2.4. Duties and Responsibilities**

4.2.4.1. Under the provision of the section 15 (3), the Registrar shall be the *ex-officio* Secretary of the Court, the Executive Council, the Construction Committee, the Building and Works Committee and other Committees as decided by the Executive Council and the Vice-Chancellor with the exception of those authorities, committees and any other bodies where the Vice Chancellor herself/himself or any other of her /his nominees are the Chairperson.

4.2.4.2 The Registrar shall convene the meetings of all committees on which she/he is the *ex-officio* Secretary and shall be responsible for all such acts such as preparation of the Agenda Notes, intimation to the members, preparation and circulation of the minutes after due approval from the Vice Chancellor or any other competent authority as the case may be.

4.2.4.3. The Registrar shall be the custodian of the records, the seal and the property of the University and of any other objects, documents as the Executive Council/ Vice Chancellor shall commit to her/his charge. The Registrar shall be responsible for regular updating and maintenance of the University Stock Book and the University Asset Register.

4.2.4.4. The Registrar shall be responsible for issue and receipt of all official letters and communications.

4.2.4.5. The Registrar is the authorised officer to put up all official Notification, Circular, Office Order in the University website, University Notice Board and the Newspaper after due approval of the Vice Chancellor.

4.2.4.6. The Registrar shall be the authorised officer to communicate with the State and the Union Governments on any matter relating to the University.

4.2.4.7. The Registrar shall be the authorised Officer to receive the communications under the Right to Information Act and shall issue responses as and when required as per the law.

4.2.4.8. The Registrar shall represent the University in the Court of Law in suits or proceedings by or against the University, sign Powers of Attorney and verify pleadings and /or depute her /his representatives for the purpose. The Registrar shall be the authorised Officer to sue any party/ individual on behalf of the University after due approval from the Executive Council/Vice Chancellor for any liability to the University, for any breach of contract entered into with the University.

4.2.4.9. The Registrar shall be the official signatory in all Memorandum of Understanding (MoU), Memorandum of Agreement (MoA) or any Agreement of mutual coöperation between the University and other institutions/organisations as approved by the Executive Council. The Registrar shall be responsible for obtaining prior approval from the state and the Union Governments for entering into any MoU/MoA or other Agreement with any foreign University/ Higher Education Institute.

4.2.4.10. The Registrar shall be responsible for creation and maintenance of the comprehensive digital database of the University.

4.2.4.11. The Registrar shall be responsible for addressing all issues relating to gender and be responsible for ensuring effective functioning of the of the Internal Complaints Committee.

4.2.4.12. The Registrar shall be responsible for timely and regular operation of the Semester system.

4.2.4.13. The Registrar shall be responsible for maintaining all activities and practices on the campus of the University and on the campus of its Constituent Colleges, if any, that ensures and enhance sustainable environment.

4.2.4.14. The Registrar shall be responsible for coordinating with the Finance Officer and the Vice Chancellor on all matters relating to timely preparation of the University Budget, Statement of Accounts, University Balance Sheet, the Annual Report of the University, conduct of the internal audit and the annual audit of the accounts and on all other such matters that ensure transparent financial management of the University.

4.2.4.15. The Registrar shall issue the appointment letters to the teaching and the non-teaching staff with the terms of references as approved by the Executive Council.

4.2.4.16. The Registrar shall ensure that the Annual Confidential Reports of all employees-teaching and non-teaching are prepared by the assigned Controlling Officers and placed before the authorised Officers for necessary action and record.

4.2.4.17. The Registrar shall be responsible for coordinating with all concerned officers for regular and timely conduct of the Academic and Administrative Audit of the University.

4.2.4.18. The Registrar shall be authorised under *force majeure* to take any measure deemed appropriate in consultation with the Vice Chancellor at times of emergency arising out of health and medical, law and order, major accidents, natural calamities, etc.

4.2.4.19. The Registrar shall be providing the necessary support to the Vice Chancellor, when called for, on any other matter relating to the University which are not explicitly covered under the Statutes and perform such duties as asked by the Vice Chancellor in the interest of the University.

### **4.3 Academic Registrar**

#### **4.3.1. Mode of Appointment**

The Academic Registrar of the University shall be appointed by the Registrar under the section 17 (1) of the Act of the University on approval of the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the

Academic Registrar from amongst the candidates with the academic qualifications and having fulfilled all other eligibility criteria as per the requirement of the UGC/MHRD.

#### **4.3.2. Term of Office**

The Academic Registrar shall serve as a whole time officer and shall continue to serve the University after successful completion of the probationary period of one year which may be extended for another year (maximum two years of probation period) from the date of his joining the position till she/he attains the age of superannuation as per the provision of retirement age of the Ministry of Human Resource Development, Government of India and as approved by the State Government.

#### **4.3.3. Conditions of Service**

4.3.3.1 The Academic Registrar shall be a full time regular employee of the University and shall be entitled to the emoluments in the approved pay scale and pay band accepted by the State Government.

4.3.3.2. The Academic Registrar shall serve a probation period of one year which may be further extended to another year, after which on review of her/his performance during the probation period by the Vice Chancellor, she/he shall be confirmed in the position.

4.3.3.2 In the event of the Academic Officer proceeding on long leave on the ground of illness, or any unforeseen unavoidable exigencies, the charge of the office of the Academic Registrar shall be temporarily entrusted upon any other suitable officer/Professor of the University as deemed appropriate by the Vice Chancellor of the University.

#### **4.3.4. Duties and Responsibilities**

4.3.4.1. Under the provision in the section 17 (1) of the Act of the University, the Academic Registrar shall be the Secretary of the Academic Council of the University. The Academic Registrar shall prepare the Agenda Notes for the Meetings of the Academic Council and shall be responsible for preparation and circulation of the Minutes of the meetings of the Academic Council.

4.3.4.2 The Academic Registrar shall coordinate with the Deans of the Faculties and the Heads of the Departments in the preparation and periodic revision of the syllabi of all academic programmes of the University. The Academic Registrar shall ensure that new course curricula are prepared and presented to the Academic Council for consideration in accordance with the Learning Outcome Based Curriculum Framework.

4.3.4.3. The Academic Registrar shall be responsible for preparation of the Academic Calendar, Time Tables of the University. The Academic Registrar shall also ensure that the



classes are allocated in conformity with the assigned credits for the teaching units in the curricula.

4.3.4.4. The Academic Registrar shall coordinate with the Heads of the Departments, the Deans of the Faculties and the Controller of Examination for governance of the semester system.

4.3.4.5 The Academic Registrar shall organise Workshops and Training Programmes for the faculty members on Pedagogy, application of ICT in teaching learning, continuous comprehensive evaluation, evaluation of students' feedback, etc.

4.3.4.6. The Academic Registrar shall provide professional support to the Vice Chancellor, the Registrar and all other functionaries of the University on any other matter, other than those specified in the statutes for proper Academic Governance of the University.

4.3.4.7. The Academic Registrar shall be responsible for coordinating with the Deans of the Faculties and the Heads of the Departments for facilitating teaching learning by the students through the available MOOCS platforms like the SWAYAM.

4.3.4.8: The Academic Registrar shall be responsible for collecting and maintaining all student related data of the University in the National Academic Depository (NAD).

4.3.4.9. It will be the duty and responsibility of the Academic Registrar to create and maintain digital data base of the University for participation in the assessment and accreditation of the University by agencies approved by the Government of India like the National Assessment and Accreditation Council (NAAC), the National Institutional Ranking Framework (NIRF), National Accreditation Board (NAB), etc.

4.3.4.10. The Academic Registrar shall organise the periodic Academic and Administrative Audit of the University by external peer group.

4.3.4.11. The Academic Registrar shall coordinate with the Director of the Internal Quality Assurance Cell (IQAC) in all matters relating to the quality control mechanism of the University stated in 4.1.4.6 and 4.1.4.7.

4.3.4.12. The Academic Registrar shall coordinate with the Departments, the Deans of the faculties, the Dean R & D and the Dean, Student Welfare for facilitating Industry- Academia Interfacing.

4.3.4.13. The Academic Registrar shall coordinate with the Heads of the Departments and the Heads of the Centres of Studies and the Deans of the Faculties for facilitating appointment of Visiting Professors and the Guests faculties.

4.3.4.14. The Academic Registrar shall coordinate with the Deans of the Faculties, Dean, Students Welfare and the Dean, R & D for facilitating admission of international students into the various teaching and research programmes of the University.

4.3.4.15. The Academic Registrar shall coordinate with the Controller of Examination in organising the Convocation of the University.

#### **4.4. Controller of Examination**

##### **4.4.1. Mode of Appointment**

The Academic Registrar of the University shall be appointed by the Registrar under the section 17 (1) of the Act of the University on approval of the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the Controller of Examinations from amongst the candidates with the academic qualifications and having fulfilled all other eligibility criteria as per the requirement of the UGC/MHRD.

##### **4.4.2. Term of Office**

The Controller of Examinations shall serve as a whole time officer and shall continue to serve the University after successful completion of the probationary period of one year which may be extended for another year (maximum two years of probation period) from the date of his joining the position till she/he attains the age of superannuation as per the provision of retirement age of the Ministry of Human Resource Development, Government of India and as approved by the State Government

##### **4.4.3 Conditions of Service**

4.4.3.1. The Controller of Examination shall serve a probation period of one year which may be further extended to another year, after which on review of her/his performance during the probation period by the Vice Chancellor, she/he shall be confirmed in the position.

4.4.3.2. The Controller of Examination shall draw his salary in the Pay Scale and the Pay Band as per the Ministry of Human Resource, Government of India/ the University Grants Commission and as approved by the State Government.

4.4.3.3. In the event of any temporary vacancy in the Office of the Controller of Examination due to reasons of medical exigency or any other such unforeseen and unavoidable circumstances, the Vice Chancellor shall appoint any other Officer of the University deemed suitable for the post as a temporary measure.

##### **4.4.4. Duties and Responsibilities**

4.4.4.1. Under the provision of the section 6 (iv) of the University Act, the Controller of Examination shall be responsible for the conduct of the Mid Semester and Semester End Examinations of all academic programmes of the University and those of the Constituent Colleges, if any.

4.4.4.2. The Controller of Examination shall be responsible for coordinating with the Heads of the Departments/ Centres of Studies and the Principal of the Constituent Colleges, if any for obtaining the Grades/Marks of the students under the Continuous Comprehensive Evaluation system and the Grades/Marks of the students in the Sessional Examinations.

4.4.4.3. The Controller of Examination shall recommend to the Vice Chancellor for the appointment of the External Examiners, if any on the basis of the recommendation of the concerned Head of the Department for the conduct of Practical Examination in the required subjects.

4.4.4.4. The Controller of Examination shall constitute the Moderation Committee as approved by the Vice Chancellor and convene the meetings as and when required for finalising the Question Papers of the Mid Semester and the Semester End Examinations.

4.4.4.5. The Controller of Examination shall compile the results of the Mid Semester and the Semester End Examinations of the University and of the Constituent Colleges, if any and publish the same after due approval of the Vice Chancellor.

4.4.4.6. The Controller of Examination shall conduct the Examination of the Course Work of the PhD programme of the University and shall prepare the result for declaration after due approval from the Vice Chancellor.

4.4.4.7. The Controller of Examination shall coordinate with Academic Registrar and the Director, IQAC in creating student database for the National Academic Depository (NAD), NAAC visit, NIRF Ranking of the University and on any other matter of relevance to academic governance.

4.4.4.8. The Controller of Examination shall be responsible for coordinating with the Academic Registrar, Registrar and the Deans of the Faculties in organising the Convocation of the University within six months of declaration of the final results of the academic programmes for the award of the Degrees, Diplomas and the Certificates to the successful students.

#### **4.5. Finance Officer**

##### **4.5.1 Mode of Appointment**

The Finance Officer is a whole time Officer of the University who shall be appointed on the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the suitable candidate with the required qualification and having the requisite eligibility as per the provisions under the relevant Rules of the Ministry of Human resource Development/University Grants Commission and as approved by the State Government.

**4.5.2. Term of Office**

The Finance Officer shall be appointed for a full term of Five (5) years and shall continue to serve in the position until the completion of the term.

**4.5.3. Conditions of Service**

4.5.3.1. The Finance Officer shall serve a probation period of one (01) year which may be further extended to another year after which on review of her/his performance during the probation period by the Vice Chancellor, she/he shall be confirmed in the position.

4.5.3.2 The Finance Office may be considered for reappointment on completion of her/his term should she/he so desires and following the provisions and the procedures under section 20 (1) of the University Act and the Statute 4.4.1 of the University provided she/he fulfils the laid down conditions for appointment of the post for another term.

4.5.3.3. The Finance Officer shall draw her/his salary in the Pay Scale and the Pay Band as per the Ministry of Human Resource, Government of India/the University Grants Commission and as approved by the State Government.

4.5.3.4. In the event of any temporary vacancy in the Office of the Finance Officer due to reasons of medical exigency or any other such unforeseen and unavoidable circumstances, the Vice Chancellor shall appoint any other Officer of the University deemed suitable for the post as a temporary measure.

**4.5.4 Duties and Responsibilities**

4.5.4.1. The Finance Officer shall be a whole time Officer of the University who shall be responsible for the overall supervision of the financial management of the University.

4.5.4.2. The Finance Officer shall prepare the annual Budget Estimate under the recurring and the Non-recurring expenditure Heads and shall maintain the records of the revenues earned by the University through various Heads of Student Fees, Registration Fees, Migration Fees, Bank Guarantees, Endowment Funds, Extra mural Grants, Grant Over Heads, etc.

4.5.4.3. The Finance Officer shall be responsible for preparation of the Annual Statements of Accounts and the Balance Sheet of the University for consideration of the Finance Committee, the Executive Council and the Court.

4.5.4.4. The Finance Officer shall ensure that there is an effective mechanism of regular monitoring of the financial expenditures through the internal audit.

4.5.4.5. The Finance Officer shall be responsible for ensuring the annual Audit of the University Accounts by the Accountant General's Office.

4.5.4.6. The Finance Officer shall be responsible for incorporation of the approved audited account of the University in the Annual Report of the University within the stipulated time frame.

4.5.4.7. The Finance Officer shall be responsible for coordinating with the Registrar in evaluating the assets of the University as recorded in the Asset Register and the Stock Books for consumable and non-consumable objects procured by each and every teaching and non-teaching department in terms of appreciation, if any and depreciation.

4.5.4.8. The Finance Officer shall be the *ex-officio* Secretary of the Finance Committee and shall prepare the Agenda Notes, Minutes of the Finance Committee Meetings and all other matters as stipulated in the sections 43 (a-g), 44 (1), 45 (1-6) of the University Act.

4.5.4.9. The Finance Officer shall constantly monitor the incurred expenditure and the earned revenue and advise the Vice Chancellor accordingly to work out appropriate strategies for financial operation.

4.5.4.10. The Finance Officer shall ensure that the expenditure of the University is maintained in accordance with the approved budget of the University.

4.5.4.11. The Finance Officer shall be responsible for placing all mechanisms for financial transactions of the University in accordance with the policy guidelines and directives of the Government to ensure efficiency and transparency in the financial operations of the University.

4.5.4.12. The Finance Officer shall ensure that the income taxes of the employees are deducted at source properly and correctly and deposited to the Income Tax authority within the stipulated period.

4.5.4.13. The Finance Officer shall issue the signed salary certificates to each employee and ensure that the contributions/deductions towards the employees' Provident Funds and the towards the Permanent Retirement Account Number (PRAN) of the employees availing the National Pension Scheme under the National Securities Depository Limited are made regularly.

4.5.4.14. The Finance Officer shall perform such other functions and duties as may be assigned to her/him by the Executive Council and /or the Vice Chancellor or as stipulated by the Statutes and/or Ordinances and Rules and the Regulations subject to the approval from the Finance Committee and the Executive Council.

#### **4.6. Dean Students Welfare**

The Dean, Students' Welfare shall be a regular position for supervision of all matters relating to the academic, curricular, extra-curricular, discipline, hostel accommodation, cultural,

sports, career, social extension service and such other matters effecting the life of students on the campus and overall welfare and development of the students.

#### **4.6.1 Mode of Appointment**

The Dean, Students' Welfare shall be appointed by the Executive Council on recommendation of the Vice Chancellor from amongst the Professors of the University under the provision of section 19 of the University Act.

#### **4.6.2. Term of Office**

The Dean, Students' Welfare shall be a regular position for a term of three (03) years.

#### **4.6.3. Conditions of Service**

4.6.3.1 The Dean, Students' Welfare shall be discharging his duties and responsibilities over and above her/his regular duties as a Professor of the University.

4.6.3.2. The Dean, Students' Welfare shall be provided with an independent Office and shall be provided accommodation on the campus.

4.6.3.3. The Dean, Students' Welfare shall be required to attend her/his duties beyond the office hours as and when her/his presence is required on the campus.

#### **4.6.4 Duties and Responsibilities**

4.6.4.1 The Dean, Students' Welfare shall be the Chairperson of the Students' Advisory Council.

4.6.4.2 The Dean, Students' Welfare shall be responsible for providing overall supervision on the general welfare and development of the students.

4.6.4.3. The Dean, Students' Welfare shall be the first officer to address any matter relating to students' grievance and shall make endeavour to resolve.

4.6.4.4. The Dean, Students' Welfare shall be responsible for allocating seats to the admitted eligible students in the Hostels of the University.

4.6.4.5 The Dean, Students' Welfare shall guide, direct and monitor the performance of the Wardens of the Hostels.

4.6.4.6. The Dean, Students' Welfare shall frame the Hostel Rules and Regulations for maintaining discipline and decorum in the Hostels.

4.6.4.7. The Dean, Students' Welfare shall ensure that the discipline and decorum on the campus is maintained by the students.



4.6.4.8. The Dean, Students' Welfare shall be responsible for conducting the Election of the students' representative to the University Students Union in adherence to the rules /guidelines of the UGC as per the recommendations of the Lyngdoh Committee which have been made binding on all Universities and colleges by the Hon'ble Supreme Court of India.

4.6.4.9. The Dean, Students' Welfare shall be responsible to recommend the disciplinary actions to be taken on any student for violating the Rules and regulations of the University in accordance with the Disciplinary Rules and Regulations of the University to the Vice Chancellor.

4.6.4.10. The Dean, Students' Welfare supervises all cultural, sports and extension services of the students.

4.6.4.11. The Dean, Students' Welfare shall be responsible for overall supervision of the NCC and the NSS wings of the University.

4.6.4.12. The Dean, Students' Welfare shall coordinate with the Academic Registrar, Controller of Examinations and the Registrar on any matter relating to the curricular and co-curricular activities of the students.

4.6.4.13. The dean, Students' Welfare shall coordinate with the Heads of the Departments, Academic Registrar, Finance Officer and the Registrar on matters relating to Scholarship, Travel Grant and Travel Permission for the students.

4.6.4.14. The Dean, Students' Welfare shall perform all such duties and functions as stipulated under section 41 [(i)-(vi)] of the University Act.

## **Statute 5**

### **Liberal Education**

The University shall develop and offer courses within the broad ambit of Liberal Education with an objective of enlarging the intellectual horizon of the students to achieve excellence in all round academic performance and achievement which shall enrich the young minds with the ethos for a modern, liberal and global citizenry. Under the provision of the section 6(i) of the University Act, the University shall offer its various courses within the framework of the UGC by incorporating flexibility for pursuits of courses enabling students from diverse streams to choose subjects across their core disciplines. The Deans of Faculties shall endeavour to develop such courses that would also enable the students to acquire skills and knowledge that would enhance their employability. There shall be an emphasis on interdisciplinary teaching learning and research in the University. The pedagogy of the University shall be such that there is scope for harnessing the creative faculties of the students through independent observation, critical thinking and creative problem solving. The University shall also extend courses and engage in research on languages and traditional knowledge.

**Statute 6****Industry Academia Interfacing**

The University shall embark upon academic agreements with industries and corporate organisations under the provision of the section 6 (iii) and (xiv) of the University Act to create industry-academia interface. Such interface shall strive for the following:

6.1 Induction of members from industry and the corporate organisations after due approval from the Vice Chancellor in the Board of Studies of relevant departments and Centres for studies so that industry relevant course contents may be incorporated in the course curriculum

6.2 Appointment of Visiting Faculties from industries and Corporate Organisation in relevant Departments and Centres of Studies

6.3. Provision for Student Internship in the industries and Corporate Organisations on a regular basis

6.4 Provision for industry and corporate exposure programme for teachers of the relevant Departments and centres of Studies

**Statute 7****Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students**

7.1. The Executive Council of the University shall constitute an Internal Complaint Committee (ICC) with an inbuilt mechanism for Gender Sensitization against sexual Harassment. The ICC shall have the following composition:

a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below the level of Professor) nominated by the Executive Council.

Provided that in case a woman Professor is not available, a woman employee of same level of seniority from any other department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the University.

Provided further that in case the other offices or administrative units of the University do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the University or other department or organisation.

b) Two Faculty Members and Two Non-Teaching employees, preferably committed to the case of women or who have had experience in social work or have legal knowledge, nominated by the Executive Council.



c) Three students, if the matter involves students, who shall be enrolled at the undergraduate, Master's and Research Scholar levels respectively, elected through transparent democratic procedure.

d) One member from amongst non-Government Organisations or Associations committed to the cause of women or person familiar with the issues in relating to sexual harassment, nominated by the Executive Council.

7.2 At least one-half of the total members of the ICC shall be women.

7.3 Persons in senior administrative positions in the University, such as Vice Chancellor, Pro Vice Chancellor, Rector, Registrar, Deans, Heads of Departments, etc., shall not be members of ICC in order to ensure autonomy of their functioning.

7.4 The term of office of the members of the ICC shall be for a period of three (03) years. The University may also employ a system whereby one-third of the members of the ICC may change every year.

7.5 The Member appointed from amongst the non-Government Organisation or Association shall be paid such fees or allowances for holding the proceedings of the ICC, by the Executive Council as may be prescribed.

7.6 Where the Presiding Officer or any member of the ICC:

a) Contravenes the provision of the section 16 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 Of 2013); or

b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

d) has so abused his position as to render his continuance in office prejudicial to the public interest, such Presiding Officer or Member, as the case may be shall be removed from the ICC and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

A separate Ordinance shall be framed by the University as per the Gazette of India Extraordinary Part III- Section 4, May 2, 2016/ Vaisakha 12, 1938 containing the Ministry of Human Resource Development (University Grants Commission) Notification on University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015.

# **Rabindranath Tagore University**

## ***First Ordinances***

### **1. Short Title and Commencement**

- (a) These Ordinances will be called the First Ordinances of Rabindranath Tagore University.
- (b) The First Ordinances of the University shall remain in force until new Ordinances are made under the provisions of the Rabindranath Tagore University Act.
- (c) These Ordinances shall come into force on such date as the Vice Chancellor notifies these after obtaining the assent of the Chancellor of the University.
- (d) These Ordinances should be considered in conjunction with the provisions of the Rabindranath Tagore University Act No. Act No. XXXIV of 2017 (Received the assent of the Governor on 16<sup>th</sup> October 2017) and the relevant Statutes. In case of absence, differences or ambiguities of provisions in the Statutes, Ordinances and Regulations with regard to the provisions in the Act of the University, the provisions as stated in the Act shall prevail.

### **2. Ordinances pertaining to Admission and Enrolment**

- (a) Admission of students shall be made on all- India basis and open to all classes of persons as defined in the Ordinance/Act of the University;
- (b) Admissions of students shall be made on merit, either through common entrance tests/competitive examinations as may be decided by the University. The details of these tests/examinations shall be published in advance in the brochure of the University. The specific details about the written test and applicability of Interview for admission to each programme/course of study will be decided by the concerned authority and published in the prospectus;
- (c) Provided that nothing in this section shall be deemed to prevent the University from making special provision for the employment or admission of women, persons with special abilities or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other backward classes. Reservation of seats and relaxation in fees for the candidates

belonging to SC/ST/Other Backward Class Categories shall be observed as per norms/policies laid down.

- (d) The Vice-Chancellor shall be the final authority for admission of all the students including those pursuing research, into various courses of study in accordance with the rules framed in this regard from time to time by the university;

**(e) Eligibility for Admission of Students**

- (i) No student shall be eligible for admission to a programme of study, a degree or diploma unless she/he possesses such qualifications for the concerned programme of study as prescribed by the University.
- (ii) Admission and enrolment of students shall be planned and executed as below:
- (aa) The University will approve the procedure of admission from time to time and publish the relevant information in this regard in the prospectus.
- (ba) The University will publish an admission advertisement in national / local newspapers and / or other media and also upload a detailed admission notification on the University website. The admission notification shall clearly specify the admission/enrolment criteria for each programme as prescribed by the University.
- (ca) Unless otherwise provided, all the admissions shall be made by an Admission Committee constituted for the said purpose per the eligibility conditions prescribed for the courses offered by the University,
- (da) Candidates seeking admission to a course of study in the University must fulfill the relevant eligibility criteria laid down by the University and published in the prospectus.
- (ea) The maximum number of seats to be made available for each course shall be determined by the University from time to time.
- (iii) No candidate shall be entitled to claim admission as a matter of right.
- (iv) At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.

**(f) Restrictions of Admission on Certain Grounds**

- (i) No student shall be admitted in two regular Programmes concurrently within or outside the University except that a student pursuing a degree programme in

the University ,may be permitted to take admission in a part-time certificate/ diploma/advanced diploma courses or in a programme/course under the 'distance learning mode' approved by the UGC ; provided further that the student shall have to obtain prior permission of the University for taking admission in the additional programmes under the 'distance mode'.

- (ii) Unless otherwise provided, a student may join part-time courses provided he/she fulfils the eligibility requirements as per procedure laid down for the purpose.
- (iii) A student who has completed a Postgraduate/Undergraduate/Certificate programme/Course shall not be allowed to be admitted again in the same programme/course in the same discipline.
- (iv) Anyone who has been suspended, rusticated, debarred, expelled, etc. by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever. Similarly, no person, who is under sentence or expulsion or rustication from another institution/university, shall be admitted to any course of study during the period for which the sentence is in operation.
- (v) Admission to any course of the University can be cancelled, at any time, if any material information furnished by the student is found to be false /incorrect.
- (vi) A student who has taken admission to any course as a full time regular student will forfeit his/her right if he becomes an ex-student of the University and will not be allowed to appear at any Examination of the University as an ex-student, except in the case of improvement, if the rules so permit.

**(g) Re-admission**

- (i) A student of the 1st Year/1st Term of any course who is detained due to not meeting the academic requirements, may be allowed to continue with the course of studies as a fresh student as per rules for such programmes.
- (ii) A student of other than 1st Year/1st Semester, who has not taken the examination due to shortage of attendance, may be given re-admission in the said class of that course in the next consecutive year/semester. In case, the student fails to fulfill the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.

**(h) Enrolment/Registration of Students**

- (i) No person shall be admitted to any examination of the University, unless he/she has been duly enrolled/registered as a student of the University.
- (ii) If a student takes a Migration Certificate to join another University, his/her enrolment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University, to take admission in another programme of this University. Fresh enrolment in such cases shall be necessary
- (iii) The Academic Registrar and/or Controller of Examination shall maintain a record of all enrolled students studying in the various Schools /Centres of the University or carrying on research work in the University.
- (iv) The student shall be given unique and permanent enrolment number and issued with an identity card bearing enrolment number, and same must be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.

**(i) Late Admission**

Late admissions may be accepted purely at the discretion of the Vice-Chancellor in accordance with instructions/guidelines on the subject.

**(j) Procedure of Withdrawal**

Students may withdraw their admission by the date of registrations as specified by the University or before the same. In compliance with instructions of UGC, the University will refund his/her deposited amount after deducting processing fee, as prescribed from time to time. In case the student registers for the programme on the specified dates or later and then withdraws, the refund shall be made after deducting pro-rata monthly charges, provided the seat is filled up, otherwise, the student shall forfeit the entire amount. Further, in case a candidate withdraws after the date of closure of the admission process as specified in the prospectus /admission offer letter, the entire amount deposited by the candidate, except the caution money/security deposit shall be forfeited, in compliance with UGC guidelines.

### 3. Ordinances pertaining to various Programmes of Study

- (a) This Ordinance pertains to various programmes of study offered by the University, with information about the name of the faculty/Department/ Centre offering the programme, duration of the programme, and the minimum eligibility requirements for admission.
- (b) There shall be Programmes of Study in the University for Degrees, Diplomas and Certificates in different faculties/Departments/Centres. The University shall offer such programmes and of such minimum duration as the Executive Council may approve, on the recommendation of the Academic Council either on its own or on the initiative of Department(s).
- (c) In addition to the Programmes of Study listed, the Executive Council may exercise powers to introduce, modify or discontinue a programme on recommendations of the Academic Council. The procedure for starting a new programme, temporarily suspending an existing programme or phasing out a programme shall be such as may be laid down in the regulations and approved by the Executive Council.
- (d) Minimum entry qualification for admission to the programmes shall be such as may be laid down in the regulations or specified by the Executive Council. The Degrees/Diplomas/Certificates as referred in the minimum eligibility conditions for admission shall be from those universities/institutions/boards which have been recognized by the University.
- (e) The procedure for the admission shall be such as may be specified by the Executive Council;
- (f) A student may be granted such scholarship /assistantship/stipend/contingency grant, etc. as may be specified in accordance with the directions of the Executive Council from time to time or regulations laid down for the same.
- (g) A student shall be required normally to attend every lecture, tutorial and practical class. However, for sickness or other such exigencies, absence may be allowed as provided for in the respective regulations governing the programme.
- (h) No regulations shall be made in contravention to the decision of the Executive Council in regard to duration, admission processes, intake of students, etc.
- (i) In exceptional circumstances, the Chairman of Executive Council may, approve amendments, modifications, insertions or deletions of an Ordinance(s) which in



her/his opinion is necessary for the smooth running of the programme: provided as such changes are reported to the Executive Council in its next meeting.

- (j) The rules governing programmes to be introduced in subsequent years shall be framed by the Academic Council and approved by the Executive Council.

#### **4. Ordinance relating to Fees to be Charged**

- (a) The University shall charge fees from the undergraduate, postgraduate, research and post-doctoral students for different academic programmes.
- (b) Students' admitted to various programmes in the Faculties/Centres shall have to pay the Fees, Funds, Registration fee and Caution Money, Hostel Charges, etc. as may be approved by the Executive Council on the recommendations of the Finance Committee, constituted as the concerned Statutes of the University, consistent with the policies laid down in the Act.
- (c) The fee structure may be modified by the Executive Council from time to time. The University may also award fee waivers to the students and research scholars in accordance with the decision of the Executive Council.
- (d) The procedure for the deposition of fees, delay fine, entry/deletion of the names from the rolls of the academic programmes of the University in case of defaults, and such other matter, may be implemented by the University.
- (e) One or more components of the following may be the fees charged by the University, and more components may be added as may be recommended by the Finance Committee and approved by the Executive Council:
  - (i) Registration fees
  - (ii) Admission fees
  - (iii) Tuition fees
  - (iv) Hostel Charges to include Boarding, Lodging
  - (v) Summer /Winter Vacation Charges, for those who are required to stay in Hostel during vacation with the permission of University;
  - (vi) Sports fees
  - (vii) Examination fees
  - (viii) Library Fees
  - (ix) Fees for the Degrees/Diplomas/certificates if awarded and *in absentia*

- (x) Fees for grade card, Transcripts, and other academic certificates including duplicates/attested copies, etc.
- (xi) Caution Money/Security deposit. The same is refundable after adjustment of relevant dues, if any, within four years of their leaving the University. If no claim for a refund is received within the period, the Caution Money shall be credited into the University Fund. The Vice-Chancellor may, for sufficient reasons, investigate and entertain claims for refund of Caution Money after the expiry of this period.
- (f) If a student, scholar or a fellow fails to deposit his dues by the dates notified, he shall be liable to pay a delay fine. The student's name may be struck off, after this date, and he may be re-admitted on payment of re-admission fee and no delay fine be charged. The Vice-Chancellor may for sufficient reasons, re-admit any student, scholar or fellow whose name has been so struck off the roll on payment of arrear dues together with fine provided that such readmission is requested before the end of the month in which his name has been struck off. The Vice-Chancellor may waive the recovery of delay fines and readmission fees in deserving cases. He may also delegate this authority to the Deans/ Registrar and prescribe such condition as he may consider necessary for the purpose.
- (g) All fees and deposits are required to be paid by Bank Drafts /online transaction as may be announced.

## **5. Ordinances for the Conduct of Examinations**

### **(a) The University Examinations: General Guidelines**

- (i) Examinations of the University shall be open to all students subject to their meeting the requirement for taking the said examination. The Rules and Regulations as below with regard to examinations shall be applicable to all the students who are studying in the University in any mode.
- (ii) Students shall appear in the examination for the registered subjects only,
- (iii) Any person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination for any reason shall not be permitted for any examination during the period for which the sentence is in operation.



- (iv) Notwithstanding anything contained in the Ordinances relating to admission of students to an examination of the University, the Vice-Chancellor may, in special cases in which he/she is satisfied on the cause, may allow the student to take the examination.
- (v) If a student is found guilty of using or attempting to use or having used unfair means at an examination the actions shall be taken as per procedure defined in the concerned Regulations.
- (vi) When the University intends to impose any penalty to students, it shall extend to the student concerned an opportunity to show cause in writing, as to why the proposed penalty may not be imposed on him/her and shall consider the explanation, if any, be filed within the specified time, before awarding the penalty.
- (vii) In case of a student who is unable to appear in the examination due to sickness or other causes, such cases may be treated as special cases after being satisfied about the genuineness and as per the gravity of the case
- (viii) An amanuensis shall be allowed in case of visually impaired students or the students who are specially-abled due to an accident or disease and unable to write the examination with their own hands.
- (ix) The University shall lay down the eligibility conditions for appearing in the Examination like minimum attendance in the rules of the programmes.
- (x) No Regular student will appear in the examination of the University if he/she:
  - (aa) has concealed important information from the University at the time of admission;
  - (ba) has been prosecuted in any case of indiscipline and so decided by the Vice-Chancellor;
  - (ca) does not possess the minimum academic qualification to appear in the examination;
  - (da) does not satisfy all the provisions of this Ordinance or/and any other Ordinances which govern the permission to appear in the examination;
  - (ea) has not fulfilled the attendance requirement.

**(b) Preparatory Action for Examination**

To conduct the examination smoothly in the University, the following preparatory action will be carried out by the Controller of Examinations:

**(i) Appointment of Examiners**

- (aa) The examiners generally shall be teachers having taught the course under arrangement of Course Coordinator.
- (ba) All question papers of academic departments will be duly moderated by faculty members who are associated with the teaching of the concerned course(s).

**(ii) Setting Question Papers**

- (aa) As per dates specified in Academic Calendar, all processes and necessary action shall be taken by the Controller of Examination to conduct the examinations.
- (ba) A brief notice will be issued by the Controller of Examination to all appointed examiners to set the question paper, mentioning important points such as due date of submission of question paper, authority to whom the question papers is to be submitted etc.
- (ca) All faculty members involved in the setting of questions papers will maintain confidentiality with regard to the questions set in the papers.
- (da) For each course, two question papers shall be set by the two appointed examiners.
- (ea) Before submission of question papers, all examiners must ensure that the question paper is error free and it has been sealed properly for the respective examinations.
- (fa) All question papers shall be submitted within due dates to the Controller of Examination.
- (ga) All question papers shall be duly moderated.

**(c) Invigilation and Related Activities**

- (i) All teachers of the Department and Ph.D. scholars in receipt of Research Fellowships may be assigned invigilation duties.

- (ii) The nominated Invigilators are required to collect examination material from the Head of Department/Examination Control Room 20 minutes before the commencement of the examination.
- (iii) All Invigilators are required to reach the Examination Hall at least fifteen minutes before the start of the examination after collecting the packet of Question Papers and the examination materials comprising:
  - (aa) Envelopes of question papers/Bundles of Answer Books.
  - (ba) Attendance Sheets of Students
  - (ca) Absentee Proforma/ Attendance Statement
  - (da) Any other material as per the requirement of the paper setter.
- (iv) Answer sheets will be issued 7-10 minutes before examination.
- (v) The Invigilator should ensure that the seating arrangements have not been disturbed and all seats/desks are in order and the students are seated as per seating plan.
- (vi) Question papers will be issued 5 minutes before the start of the examination.
- (vii) Invigilators will ensure that students study material relating to the examination and or unauthorized material is placed at a place designated by the Invigilation Staff/outside the examination hall.
- (viii) Students coming late by more than one (01) hour time will not be allowed in the Examination Hall. The late arriving student will be asked to report to the Head of Department/Controller of Examinations who may allow the student to appear as per his/her discretion but no extra time will be given.
- (ix) Mobile phones or any other electric gadgets except calculators will not be carried inside the Examination Hall.
- (x) Answer Books are to be collected immediately after the examination is over, checked with the absentee list, and arranged serially before handing over to the Head of Department.
- (xi) If an examinee is caught red handed while copying from a hand written/printed sheet or using any other unfair means which goes against the University Examination Rules, he/she may be expelled for the day or rest of the examinations of the particular semester/term.

**(d) Evaluation and Submission of Answer Scripts**

- (i) Answer scripts of the respective question papers shall be normally evaluated by faculty members teaching the subject.
- (ii) All answer scripts shall be evaluated and submitted to the Controller of Examination's office within such a period as is specified in the concerned Regulations.

**(v) Declaration of Result**

Semester wise result will be announced within 45 days of completion of the last examination of a programme or decided by the Controller of Examination as per the rules in the Regulations in this regard.

**6. Ordinances pertaining to Discipline****(a) Rules for Discipline**

- (i) The rules governing discipline and procedures relating to discipline shall be as provided for in the concerned Regulations.
- (ii) Every student shall always carry on his/her own Identity Card issued by the University and shall produce it when asked for by any competent authority of the University. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Dean, Student Welfare.
- (iii) Any violation of the code of conduct or breach of any rules or regulations of the University by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
- (v) The Dean, Student welfare will deal with the welfare and discipline of all students in the campus including Hostel and also outside the campus and will ensure maintenance of good conduct. He/She will be assisted by other members of faculty/ staff/ wardens as nominated.
- (vi) No students shall use unfair means at any of the examinations and tests or attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the University.
- (vii) Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time.

(viii) Students must take good care of all University property. Any damage to University property shall be viewed as indiscipline. Such student(s), in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.

(ix) Ragging in any form is unlawful and strictly prohibited. Any student found ragging shall be expelled from the University and FIRs lodged against them as per orders of the Hon'ble Supreme Court.

(x) Smoking, consumption/possession of liquor, intoxicants, drugs, etc., in the Campus is strictly prohibited. Any violation will invoke severe penalty.

**(b) Anti-Ragging Measures**

The University shall have a zero tolerance policy towards Ragging and shall lay down strict guidelines on the same as per policies of the UGC in vogue and in compliance to directions of Hon'ble Supreme Court.

**(c) Policy to prevent Sexual Harassment**

The University shall be committed to treating every employee and student with dignity and respect. It shall seek to create a work environment that is free from sexual harassment of any kind, whether verbal, physical or visual. An Internal Complaints Committee (ICC) shall be constituted by the University to provide guidelines for prompt redressal of complaints related to sexual harassment which should be in full compliance with "The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal)" Act, 2013 (the "Act"). All references/complaints pertaining to any matter will be handled within the ambit of the said Act and the Rules framed thereunder. The policy guidelines so defined by the ICC should be communicated to all employees and students and they be made aware of the complaint and redressal mechanism for same.

## **First Regulations**

The First Regulations are drawn from the provisions of the Sections 22 to 45 of the Rabindranath Tagore University Act No. XXXIV of 2017 (Received the assent of the Governor on 16<sup>th</sup> October 2017).

### **Regulation 1**

#### **Authorities of the University**

**1. The following shall be the authorities of the University**

- (i) The Court
- (ii) The Executive Council
- (iii) The Academic Council
- (iv) The Post Graduate Board
- (v) The Under Graduate Board
- (vi) The Board of Studies
- (vii) The Finance Committee
- (viii) The Selection Committee

Such other Committees as may be declared by the Statutes of the University from time to time.

**2. The Court**

**(1) The Court shall consist of the following members:**

**(A) *Ex-officio* Members:**

- (i) The Chancellor
- (ii) The Vice-Chancellor
- (iii) The Pro Vice-Chancellor
- (iv) The Minister of Education, Assam
- (v) The Registrar
- (vi) Academic Registrar
- (vii) The Controller of Examinations
- (viii) The Finance Officer
- (ix) Dean, Research and Development
- (x) Dean, Students Welfare
- (xi) The senior-most Secretary in the Education (Higher) Department of the Government of Assam
- (xii) The Director of Higher Education, Assam

- (xiii) The Director of Technical Education, Assam
- (xiv) The Director of Medical Education, Assam
- (xv) The Director of Agriculture, Assam
- (xvi) The Director of Animal Husbandry and Veterinary, Assam
- (xvii) The Vice-Chancellors of the Dibrugarh University, Cotton University and Gauhati University
- (xviii) President and Secretary, Rabindranath Tagore University Teachers' Association
- (xix) Two members nominated by the Executive Council
- (xx) The Principal of the Constituent Colleges, if any-
- (xxi) Two Heads of the Academic Departments of the Rabindranath Tagore University (to be selected on the basis of seniority).

(B) OTHER MEMBERS:

- (xxii) Two persons distinguished in Literature / Law / Medicine / Science / Engineering / Technology / Commerce / Public Life nominated by the Chancellor
- (xxiii) Two representatives with good records to be elected by the Post Graduate Students of the University from amongst themselves.

Provided that a student to be so elected must have been a student of the University for at least one year prior to his election:

Provided further that no student who has taken more than one year in excess of the period prescribed for the course of which sssshe/ he is a student would be eligible for such election.

- (xxiv) Two members (one female) of the Hojai College / Rabindranath Tagore University Alumni (to be nominated by the Chancellor).

- (2) Save as otherwise provided and except that ex-officio members and student members all other members shall hold office for a period of three years from the date of their election or nomination, as the case may be:

Provided, that no person nominated or elected in his capacity as a member of a particular body or as holder of a



particular appointment shall be a member after he ceases to be a member of that body or holder of that appointment, as the case may be:

Provided further that any member elected or nominated under clause (xxiii) of sub-section (1) of this section shall hold office for a period of one year only from the date of his election or nomination, as the case may be. He shall cease to be member of the Court on his ceasing to be a student of the University.

- (3) When a person ceases to be a member of the Court, he shall cease to be a member of any of the authorities or committees of the University of which he may happen to be a member by virtue of the membership of the Court.
- (4) With the approval of the Court, the Vice-Chancellor may remove an elected or selected member.

#### **Meeting of the Court**

3. The Court shall meet at least twice a year on dates to be fixed by the Vice-Chancellor in consultation with the Chancellor. One of such meetings shall be held in January and shall be called the Annual General Meeting. The Court may also meet as such times as it may, from time to time, determine.

#### **Power and duties of the Court**

4. Subject to the provisions of this act, the Court shall have the following Powers and Duties, namely:-
  - (i) to review from time to time, the broad policies and programmes of the University and suggest measures for the improvements and development of such policies, programmes, works and other affairs;
  - (ii) to consider the annual report, the annual accounts, the audit report and the statement of the financial estimates, for the ensuing year, to approve the financial estimates, with such comments, if any, to express its views on the annual report and to suggest such measures as it may deem proper on the matters covered by them;
  - (iii) to approve, with or without modifications, the Statutes submitted by the Executive Council:

Provided that before making any modification to the Statutes submitted by the Executive Council, the Executive Council shall be



given an opportunity to consider the modifications proposed by the Court and the Court shall consider the opinion expressed by the Executive Council on such modifications.

- (iv) to consider the annual balance sheet prepared at the end of each financial year but not later than six months from the end of such financial year along with the Receipts and payment Account and Income and Expenditure Account which all should be in conformity with the existing accounting practices as notified from time to time by various oversight committees and the Govt. of India. These should be held up for review by the finance committee before it is placed for scrutiny by the Executive Council and then for approval by the Court. Such audit report along with the audited financial statements shall form part of the annual report of the University and shall be placed in public domain for dissemination of information.

**Executive Council 5**

- (1) The Executive Council shall be the Executive body of the University. It shall consist of the following members, namely:-

**A. *Ex-officio* Members**

- (i) The Vice-Chancellor;
- (ii) The Pro Vice-Chancellor;
- (iii) The Registrar;
- (iv) Academic Registrar;
- (v) Two Members of Assam Legislative Assembly;
- (vi) The Director of Higher Education, Assam
- (vii) The Director of Technical Education, Assam
- (viii) The Director of Medical Education, Assam
- (ix) The Chairman, Board of Secondary Education, Assam;
- (x) Chairman, Higher Secondary Education Council, Assam;
- (xi) The Principal of the Constituent Colleges, if any-
- (xii) President and Secretary, Rabindranath Tagore University Teachers' Association.

**B. OTHER MEMBERS:**

- (xiii) Two Heads of Departments of the University who are professors, to be chosen by the Vice-Chancellor

- by rotation according to seniority for a period of three years;
- (xiv) One Dean of Faculty to be chosen by the Vice-Chancellor from the Deans of Faculties of the University for a period of three years, by rotation according to seniority;
  - (xv) Two members to be elected by the Court from amongst its members at its Annual General Meeting other than employees and students of the University;
  - (xvi) Two teachers other than a Dean of Faculty of the University to be elected by the Academic Council from amongst such teachers who are its members;
  - (xvii) Two persons of whom one shall be woman to be nominated by the Chancellor;
  - (xviii) Two persons to be nominated by the state govt. and
  - (xix) Two members (one female) from Hojai College Alumni (to be nominated by the Vice-Chancellor).
- (2) Save as otherwise provided and except the ex-officio members, all other members shall hold office for a period of three years from the date of their election or nomination, as the case may be:
- Provided that no person nominated or elected in his capacity as member of a particular body or as a holder of a particular appointment shall be member after he ceases to be member of that body or holder of that appointment, as the case may be.
- (3) When a person ceases to be member of the Executive Council, he shall cease to be member of any of the authorities of the University of which he may happen to be a member by virtue of his membership of the Executive Council.

#### **Powers and Duties of the Executive Council**

6. (1) The Executive Council shall hold, control and administer the property and funds of the University and shall appoint a Finance Committee to advise it on matters of finance consisting of six members of whom the Vice-Chancellor shall be the Chairman, the Finance Officer shall be the Secretary and the other four members shall be appointed as follows:-
- (i) Two members to be elected by the Executive Council from among its members and Two members to be nominated by the State Government one from the Finance Department and the other from the Education Department of the State Government.

- (2) It shall do all acts appertaining or incidental to the construction of buildings, roads, tanks, pipelines and other structures of the University and for the purpose shall appoint a Construction Committee, the Building and Works Committee (BWC), consisting of seven members of whom the Vice-Chancellor shall be the Chairman, the Registrar shall be the Secretary, the Finance Officer, a member and the remaining four members shall be appointed from among the members of the Executive Council with power to co-opt experts as members who shall have no power to vote:

Provided that at least one member of the Committee shall be appointed from amongst the members elected to the Executive Council by the Court.

- (3) It shall determine the form and regulate, the use of the Common Seal of the University.
- (4) It shall lay before the State Government annually a full statement of the financial requirements of the University.
- (5) It shall administer funds placed at the disposal of the university for any specific purpose including those given for the purpose of the buildings, roads, tanks, pipelines and other structures of the University.
- (6) Subject to the provisions of the this Act and the Statutes, it shall appoint the Officers (other than the Chancellor and the Vice-Chancellor), teachers, office and technical staff and other employees of the university and define their duties and conditions of surveys and shall provide for the filling up of temporary vacancies.
- (7) It shall have power to accept on behalf of the university, bequest, endowments, donations or transfer of any movable or immovable property.
- (8) It shall arrange for holding or conducting of examination and publishing the results of the University examinations.
- (9) It shall, subject to the powers conferred by this Act on the Vice-Chancellor, regulate and determine all matters under this Act concerning the University in accordance with this Act, the Statutes and the Ordinances:

Provided that no action shall be taken by the Executive Council in respect to the numbers, qualifications or emoluments of teachers otherwise than in consultation with the Academic Council; and

- (10) It shall exercise all other powers of the University of which no specific provisions have been made in this Act or in the Statutes.

#### **The Academic Council**

- 7 (1) The Academic Council shall consist of the following members:-

(A) *Ex-officio* Members

- (i) The Vice-Chancellor;
- (ii) Pro Vice-Chancellor;
- (iii) Registrar;
- (iv) Academic Registrar;
- (v) The Director of Higher Education, Assam
- (vi) The Director of Technical Education, Assam
- (vii) The Director of Medical Education, Assam
- (viii) The Deans of Faculties;
- (ix) The Professors of the University;
- (x) The University Associate Professors who are Heads of Department of Teaching;
- (xi) The Librarian of the University;
- (xii) President and Secretary of University Teachers' Association;
- (xiii) The Principal of the Constituent Colleges, if any.

(B) OTHER MEMBERS:

- (xiv) Persons not exceeding three, other than teachers of the University, appointed by the Chancellor being persons who by reasons of their possessing expert knowledge in subjects named for the purpose by the ex-officio members of the Academic Council are in the opinion of the Chancellor fit to serve in the Council;
  - (xv) Two persons to be elected by the Court, who are not employees or students of the University; and
  - (xvi) Two members (one female) from Hojai College/ Rabindranath Tagore University Alumni (to be nominated by the Vice-Chancellor).
- (2) Save as otherwise provided and except the ex-officio members, all other members shall hold office for a period of three years from the date of their election or nomination, as the case may be.
- (3) When a person ceases to be a member of the Academic Council he shall cease to be a member of any of the authorities of university of which he may happen to be a member by virtue of his membership of the Academic Council.

**Powers and Duties of the Academic Council**

8. The Academic Council shall have the following powers:-
- (i) to make proposals to the Executive Council for the institution of Professorship, Associate Professorship, Assistant Professorship or other teaching posts, and in regard to the duties and emoluments thereof;
  - (ii) to submit to the Executive Council draft Regulations, regarding methods and manner of conducting examinations including setting up of Moderation Boards and to award in accordance with such Regulations, Fellowships, Scholarships, Medals and other rewards;
  - (iii) to recommend examiners for appointments to be made by the Vice-Chancellor on receiving from the faculties concerned.
  - (iv) To control the university, library, to frame regulation regarding its use and to appoint a library committee under the general control of the Academic Council to manage the affairs of the library.
  - (v) To assign subjects to the faculties;
  - (vi) To assign teachers to the faculties;
  - (vii) To promote research within the university including the establishment of a research council and to require reports on such research from the person employed there on;
  - (viii) To organize teaching in the university and to control the work of teachers and
  - (ix) Such other powers and duties as may be assigned to it under the Statutes.

**Post Graduate Board**

9. The Post-Graduate Board shall have the following members, namely:-
- (1) The Vice-Chancellor;
  - (2) The Pro-Vice Chancellor;
  - (3) Six persons from amongst the Professors and heads of Departments of Post-Graduate Departments of the University and the heads of Department of constituent colleges elected by the Academic Council;
  - (4) Two members of the Academic Council who are not Professors or Heads of Department of the University, or of Constituent Colleges, elected by the Academic Council;

- (5) Four persons who may or may not be Professors of the university to be nominated by the Vice-Chancellor and
- (6) One member of examination committee to be nominated by the Vice-Chancellor.

#### **Powers and Duties of the Post Graduate Board**

10. Subject to the provisions of this Act, the Statutes and the Ordinances, the Post-Graduate Board shall have the following powers and duties namely:-
- (a) to recommend to the Academic Council, the pattern of Post-Graduate courses, the examinations to be held for such courses, and for their revision;
  - (b) to approve the curricula and syllabi for the post-graduate courses and to modify them when necessary, after considering the recommendations of the Boards of Studies;
  - (c) to recommend to the Executive Council for the Institution and award of fellowships, scholarships, prizes, honorary degrees and other awards, or other academic distinctions and for the institution and conferring of degrees, diplomas, titles, certificates and other academic distinctions in the Post-Graduate courses on the basis of examinations and for the withdrawal thereof;
  - (d) to make recommendations to the Executive Council for the institution of Professorships, Readerships, Lecturerships, or other posts of teachers required for the Post-Graduate courses and for the recognition of persons as teachers of the University for such courses, regarding their emoluments duties, and terms and conditions of their services;
  - (e) to recommend to the Academic Council the conditions for the admission of students to Post-Graduate courses, and to make regulations for their attendance and progress;
  - (f) to make Regulations with regard to the residence, discipline of students in the departments and the constituent colleges, and institutions imparting Post-Graduate course and for the promotion of their health and welfare;
  - (g) to make recommendations to the Executive Council regarding the allocation of funds to the Post-Graduate Departments and constituent colleges and institutions engaged in instruction in Post-Graduate courses or research, and to the libraries, laboratories, museums established by the University;



- (h) to review the works of the Post-Graduate Departments and Colleges and institutions engaged in instruction in Post-Graduate courses and research and to call for report thereon and to take all steps necessary for the improvement of standard of research and teaching and other affairs therein;
- (i) to consider the measures suggested by Academic Council on any matter affecting the academic work of the university and to express its views on them to consider any matter referred to it by the Executive Council or the Academic Council and to submit reports thereon to the Executive Council or the Academic Council, as the case may be;
- (j) to approve the panels of the examiners for Post-Graduate Examinations, with or without modifications, after considering the recommendations of the Boards of Studies and to modify the same at any time after consultation with the Boards of Studies concerned;
- (k) to promote research within the University and to make regulations governing research degrees, and
- (l) to appoint committees, and to fix their terms of reference, in regard to any matter within the jurisdiction of the Post-Graduate Board.

#### **Under Graduate Board**

11 The Under-Graduate Board shall consist of following members namely:-

- (1) the Vice-Chancellor;
- (2) the Pro-Vice Chancellor;
- (3) three persons from among the professors and the Heads of Departments of the Department of the University and of the Constituent Colleges elected by the Academic Council;
- (4) six Principals, including at least three from professional colleges, elected by the Academic Council from amongst its own members;
- (5) three persons who may or may not be members of the Academic Council, nominated by the Vice-Chancellor;
- (6) ten persons to be elected from amongst the teachers of affiliated colleges; and
- (7) one member of the Examination Committee to be nominated by the Vice-Chancellor.

#### **Powers and Duties of the Under-Graduate Board.**

12. Subject to the provisions of this Act, the Statues and the Ordinance, the Under-Graduate Board shall have the following powers and duties, namely:-

- (a) to recommend to the Academic Council the pattern of courses and examinations for the Under-Graduate Courses and the division thereof;
- (b) to make recommendations to the Executive Council for the institutions of professorships, or other posts of teachers required for the Under-Graduate courses in the University and the Constituent Colleges and for the recognition of persons as teachers of the University for such courses and regarding their emoluments, duties and terms and conditions of services;
- (c) to make recommendation to the Executive Council for the award of scholarships, prizes and other awards and for the conferment of degrees, diplomas, titles, certificates and other academic distinction in the Under-Graduate Courses;
- (d) to approve the curricula and syllabi for the Under-Graduate courses and to modify them when necessary after considering the recommendations of the Boards of Studies concerned;
- (e) to make recommendations to the Executive Council regarding the allocation of funds to the Constituent Colleges and institutions and to the departments imparting instructions in Under-Graduate Courses;
- (f) to review the work of the Under-Graduate departments and colleges and institutions imparting instructions in Under-Graduate Courses, to call for reports thereon and to take steps necessary for the improvement of the standard of teaching and other affairs therein;
- (g) to recommend to the Academic Council the conditions for the admission of students to Under-Graduate Courses and to make regulations for their attendance and progress;
- (h) to approve the panels of examiners for Under-Graduate examinations, with or without modifications after considering the recommendations of the Board of Studies and to modify the same at any time after consultation with the Board of Studies;
- (i) to make regulations with regard to the residence, health and discipline of the students in Under-Graduate courses;
- (j) to consider the measures suggested by the Academic Council on any matter affecting the academic work of the University and to express its views on them to consider any matter referred to it by the Executive Council or the Academic Council and to submit report thereon to the Executive Council or the Academic Council, as the case may be; and
- (k) to appoint committees, and to fix their terms of reference, in regard to any matter within the jurisdiction of the Under-Graduate Board.

#### **Board of Studies**

13. (1) There shall be a Board of Studies in each main branch of Study. Those branches shall be specified, and when necessary modified by the Academic Council.
- (2) Each Board of Studies shall consist of the following members, namely:-
  - (i) Chairman – A Professor or Head of the Department of the University in the Branch concerned, nominated by the Vice-Chancellor;
  - (ii) Three persons with qualifications in the Branch of Study elected by the Academic Council;
  - (iii) One Expert Consultant, not connected with the University nominated by the Chairman with approval of the Vice Chancellor;

- (3) Subject to the previous approval of the Vice-Chancellor, the Board may consult other Expert or Experts when necessary on any matter within its field.

#### **Powers and Duties of Board of Studies**

- 14 Subject to the provisions of this Act, the Statutes and the Ordinance, each Board of Studies shall have the following powers and duties, namely:-
- (a) to make recommendations to the Post-Graduate or the Under-Graduate Board, as the case may be about the pattern of course, curriculum, and syllabi to be laid down for different courses and the examinations to be held for such courses and to make recommendations for revision of courses, syllabi, curricula and examinations in so far as they relate to the field of the particular branch of studies;
  - (b) to prepare, and when necessary revise, the panel of examiners for different examinations, for submission to the examination committees and
  - (c) to consider any other matter referred to it by the Post-Graduate or Under-Graduate Board, the Academic Council or the Executive Council, as the case may be and to submit a report to the authority concerned upon the matter so referred;

#### **Faculties**

- 15.
- (1) The University shall include Faculty of Arts, Science, Law, Medicine, Technology, Agriculture, Engineering, Commerce, Management Science, Mass Communication, Environmental Science and Indian Fine Arts and such other Faculties as may be prescribed by Statutes.
  - (2) Each Faculty shall, subject to the control of the Academic Council, have charge of teaching, the courses of study and the research work including delivery of consultancy services in such subjects as may be assigned to such Faculty by the Ordinances.
  - (3) Each Faculty shall consist of:
    - (i) the Dean of the Faculty;
    - (ii) the Heads of the Departments comprised in the Faculty;
    - (iii) such teacher of subjects assigned to the Faculty as may be appointed to the faculty by the Academic Council;
    - (iv) such teachers of subjects not assigned to the Faculty but having, in the opinion of the Academic Council,

an important bearing on those subjects, as may be appointed to the Faculty by the Academic Council:

Provided that a teacher so elected shall hold office for a period of two years from the date of his election;

- (v) such other persons as may be appointed to the Faculty by the Academic Council on account of their possessing expert knowledge in a subject or subjects assigned to the Faculty.

#### **Powers of Faculty**

16. Subject to the provisions of this Act, each Faculty shall have the following powers:
  - (a) to constitute the committees of courses and studies in Departments assigned to it;
  - (b) to recommend to the Academic Council the courses of studies for the different examinations, after consulting the committees of course and studies;
  - (c) to recommend to the Academic Council, after consulting the committees of courses and studies, the names of the examiners in subjects assigned to the Faculty;
  - (d) to recommend to the Academic Council the academic requirements for the award of Degrees, Diplomas and other distinctions;
  - (e) (subject to the control of the Academic Council) to encourage research in subjects assigned to the Faculty; and
  - (f) to deal with any other matters referred to by the Academic Council.

#### **Dean of Faculty**

17.

- (1) There shall be a Dean of each faculty who shall be responsible for the due observance of the Statutes, Ordinances and Regulations relating to the faculty. He shall be the Executive Office of the Faculty and shall preside over its meeting.
- (2) Each Faculty shall comprise such Departments of teaching as may be prescribed by the Ordinances. The Head of every such Department shall be Professor of the Department or, if there is no Professor, the Associate Professor. If there is more than one Professors, or more than one Associate Professors of a Department, the Vice-Chancellor shall appoint as the Head of the Department such one of the Professors or, if there is no Professor, such one of the Associate Professors as he thinks fit. The Head of the Department shall be responsible to the Dean for the organization of the teaching in the Department and smooth running of the Department.
- (3) The Dean of Faculty be elected by the Faculty from among the Heads of the Departments of the Faculty and shall hold office for a period of three years or be nominated by the Vice-Chancellor from among the Professors of the Faculty.

**Selection Committee**

18.

- (1) There shall be a Selection Committee for making recommendations to the Executive Council for appointment of Professors, Associate Professors, Assistant Professors, Registrar, Finance Officer, Academic Registrar, Controller of Examinations, Librarian, Deputy Registrars, Deputy Controller of Examinations and other officers of the University as may be provided for by the Statutes consisting of the following members:-
  - (i) the Vice-Chancellor as Chairman of the Selection Committee;
  - (ii) three persons not holding any office of profit under the University of whom one to be nominated by the Chancellor, one to be nominated by the Executive Council and other to be nominated by the Academic Council;
  - (iii) the Registrar shall be the Member-Secretary of the Selection Committee except for the Selection Committee of the appointment of Registrar in which case the Vice-Chancellor shall nominate one person as Member-Secretary in consultation with the Executive Council.
- (2) In making recommendations for the appointment of Professors of the University, the Selection Committee shall have the Head of the Department concerned, if he is a Professor, one Professor of the Department to be nominated by the Vice-Chancellor and two persons not in the services of the University to be nominated by the Executive Council out of a panel of not less than five names of persons recommended by the Academic Council, who have special knowledge of the subject for which the Professor is to be selected.
- (3) In making recommendations for the appointment of Associate Professors or Assistant Professors and other teachers of the University, the Selection Committee shall have the Head of the Department concerned, one Professor of the Department to be nominated by the Vice-Chancellor and two persons to be nominated by the Executive Council out of panel of not less than five names of persons recommended by the Academic Council being persons not connected with the University, who have special knowledge of or interest in the subject for which the teacher is to be selected:

Provided that where the Executive Council proposes to make an appointment otherwise than in order of merit arranged by the Selection Committee the post of Professors, Associate Professors and Assistant Professors, it shall record its reasons in writing and submit them to the Chancellor who may approve the proposal or return it to the Executive Council for reconsideration. After reconsideration, if the Executive Council desires to pursue its original proposal, it shall refer the matter again to the Chancellor for his decision which shall be final:

Provided further that, where a Selection Committee recommends to the Executive Council the name of one person only and that person is not acceptable to the Executive Council, the Executive Council shall record its reasons in writing for not

- accepting the recommendation and direct the Registrar to advertise the vacancy again and convene a meeting of the Selection Committee for making fresh recommendation, and in so doing communicate to every member of the Selection Committee the reasons recorded as above.
- (4) Where an appointment is to be made to a temporary vacancy of teacher of the University, the appointment shall be made, if vacancy is for a period of one year or more, on the recommendation of the Selection Committee in accordance with the provisions of the preceding sub – sections and no ad-hoc appointment shall be made by the Executive Council.
  - (5) If a member of the Selection Committee is unable to attend, he may send his opinion in writing to the Vice-Chancellor and such opinion shall be taken into consideration by the Committee in making its recommendations.
  - (6) If the Executive Council does not accept any of the recommendations of the Selection Committee it shall refer the matter to the Chancellor, stating clearly the reasons for not agreeing with the Selection Committee, and the decision given by the Chancellor thereon shall be final.
  - (7) The Executive Council shall constitute one or more Committees for making recommendations to the Executive Council for appointment to other administrative posts and may prescribe by Ordinance the procedure and methods to be followed in making such recommendations.
- Student  
Advisory  
Council**
19. (1) There shall be a Students' Advisory Council which shall consist of the following members, namely:-
    - (i) The Dean Students' Welfare as the Chairman;
    - (ii) the Director/Deputy Director of the Students' Welfare as Ex-Officio Treasurer;
    - (iii) President and Secretary of the University Teachers' Association.
    - (iv) President, Vice-President and Secretary of the University Students' Union;
    - (v) Principals of the Constituent College, if any;
    - (vi) one student from each teaching faculty of the University to be elected as prescribed by the Statutes;
    - (vii) five students, one from each of the five activities mentioned below who have shown outstanding performances in the following activities, to be nominated by the Vice-Chancellor, namely:-
      - (a) Sports
      - (b) National Service Schemes;
      - (c) National Cadet Corps;
      - (d) Cultural activities
      - (e) Specially abled;
    - (viii) four female students to be nominated by the Vice-Chancellor;
    - (ix) The Director of Sports and physical Education, if any,
    - (x) the members of the Students Advisory Council shall elect from amongst themselves the Secretary of the Council;
    - (xi). Two members (One female) from Hojai College/Rabindranath Tagore University Alumni (to be nominated by the Vice Chancellor)



- (2) The term of the members of the students' Advisory Council other than ex-officio members shall be one year
- (3) The quorum to constitute a meeting of Students' Advisory Council, The rules of procedures and conduct of business to be followed at a meeting, the period within which a meeting shall be called and such other matter shall be prescribed by the Statutes:

Provided that no student shall be eligible to be or continue to be a member of the Students' Advisory Council unless he is enrolled as a student or after he attains the age of twenty five years. A student member shall cease to be such member if he fails to pass at the next University Examination.

**Functions of  
Students'  
Advisory  
Council**

20.

The functions of the Students' Advisory Council shall be as follows namely :-

- (i). To make recommendations to the Executive Council and the Academic Council in the matters affecting the students corporate life of the University in so far as it concerns the students and their co-curricular activities ;
- (ii) all rules effecting discipline, welfare, sports, library, Management of Hostel, Students Home, extension work, Social work, students' health, N.C.C . National Service Scheme etc. Shall be placed before the Students' Advisory Council for its views before any decision is taken by the Executive Council:
- (iii) The Vice –Chancellor or any authority of the University may ask for the views of the Students' Advisory Council on any matter concerning the welfare of students;
- (iv) The Chairman of the Students' Advisory Council shall be the Authority to decide whether a matter does or does not concern the students;
- (v) the Students' Advisory Council shall frame its own rules of business and shall submit the same to the Executive Council for consideration and approval;
- (vi) the end of the bifurcation between Hojai College and Rabindranath Tagore University and the creation of a single and entity shall mean that the Rabindranath Tagore University shall have the common logo (Hojai College logo). The common flag (Hojai College flag), the common Foundation Day, the common holiday list, common Teachers' Association and common Students Union and one Prospectus.

**Finance  
Committee,**

21

There shall be a Finance Committee of the University consisting of the following members, namely:

- (i) the Vice-Chancellor as Chairman
- (ii) two members elected form the Court from amongst its members;
- (iii) two members elected by the Executive Council from its members;
- (iv) two members to be nominated by the State Government, one from the Finance Department and the other from the Education Department;
- (v) Finance (and Accounts) Officer
- (vi) Registrar ( Administration ).

- |                                    |   |
|------------------------------------|---|
| <b>Powers of Finance Committee</b> | <p>22. The powers of the Finance Committee shall be as follows :-</p> <ul style="list-style-type: none"> <li>(a) To examine the annual budget estimates and to give advice and suggestion to the Executive Councils there on ;</li> <li>(b) To make recommendation to the Executive Councils relating to the Finance of the University ;</li> <li>(c) To examine every proposal for new expenditures involving sum of money exceeding rupees five lakh and to advice the Executive Council there on;</li> <li>(d) To review the financial position of the University periodically;</li> <li>(e) To suggest in general the means for the Improvement of the financial position of the University;</li> <li>(f) To consider and recommend revision of grades of pay and grades of pay of new post to the Executive Council;</li> <li>(g) To deal with such other matters relating to the financial matter of the University as may be prescribed by the Statutes and Ordinances.</li> </ul>   |
| <b>University Fund</b>             | <p>23.</p> <ul style="list-style-type: none"> <li>(1) the University shall have a Fund to be known as "Rabindranath Tagore University Fund" to which shall be credited all its income, fees, fines, contributions, donations, loans and advances from any other sources.</li> <li>(2) The University may also create by Ordinance made in this behalf one or more separate special funds for the Administrations of endowments, trusts or other grants for specific purposes;</li> <li>(3) The state Government shall for the purpose of this Act, contribute annually to the University Fund so as to enable the University run smoothly and efficiently.</li> </ul>   |
| <b>Accounts and Audit</b>          | <p>24.</p> <ul style="list-style-type: none"> <li>(1) The Statement of Accounts of every completed financial year shall be placed for consideration of the Court together with the Audit Report in the next year. For this purpose the accounts shall be audited by a firm of Chartered Accountants subject to overall Audit Scrutiny by the Accountant General, Assam.</li> <li>(2) Such Annual Statement of Accounts shall, together with copies of the audit report, be submitted through the Executive Council to the Court and to the State Government and thereupon, the State Government may publish the same in the Official Gazette.</li> <li>(3) The Finance Committee of the University shall conduct half-yearly internal audit and the report of such audit shall be submitted to the State Government regularly.</li> <li>(4) Notwithstanding anything contained hereunder, the State Government shall have power when deemed necessary to order an audit of the accounts of the University.</li> <li>(5) The annual budget estimates, shall after these are finalised by the Executive Council be circulated to the Chancellor State Government and all members of the court at least fifteen days before they are submitted to the State Government.</li> <li>(6) The University shall obtain prior approval from the Finance (Budget) Department of the State Government for opening any account in a Nationalised Bank or any other Bank. The operation of such Account by the University shall be as per approvals accorded from time to time by the said Department.</li> </ul> |

The first statutes, the first ordinances and the first regulations of the university shall remain in force until new statutes, new ordinances and new regulations are made under the provisions of the Act.

35. "University" means the Rabindranath Tagore University

36. "University Grants Commission" means the University Grants Commission (UGC) established under section 4 of the University Grants Commission Act, 1956 (3 of 1956).

### **Statute 3.**

#### **University Seal, Flag, Anthem, Logo**

The University shall have its seal, flag, anthem and the logo as stipulated under section 41 (vi) of the University Act.

3.1 The University shall have a common seal the design of which is

Approved by the Executive Council and which shall be used for all official purposes of the University.

3.2 The University shall have its University Flag appropriately designed and approved by the Executive Council.

3.3 The University shall have its Anthem as approved by the Executive Council of the University which shall be played on appropriate occasions with due sanctity.

3.4 The University may designed and adopt such Logo unique to the University for use and display at appropriate places and on appropriate occasions

**3.5 The University Flag, Logo and the Anthem shall not contain anything that may violate the ethos implicit in the culture, heritage and dignity of the University, state and the nation.**

### **Statute 4.**

**The terms of office, the method of appointment and the conditions of services of the Officers of the University other than the Chancellor and the Vice-Chancellor**

#### **4.1. Vice-Chancellor**

A Vice-Chancellor may be appointed by the Chancellor as per the provisions in the Section 12(1)-12(5) of the Act.

##### **4.1.1. Term of Office**

The Vice-Chancellor shall be appointed for a term of Five Years.

##### **4.1.2. Conditions of Service**

4.1.2.1. Upper age limit for the Vice-Chancellor is 70 (seventy) years.

4.1.2.2. The Vice-Chancellor may be reappointed for the second term, if the age limit permits.

**4.1.2.3.** The Vice-Chancellor may be allowed to continue in the office for a few months by the Chancellor, **not exceeding 3 (three) months.**

## **4.2. Pro-Vice Chancellor**

A Pro-Vice Chancellor may be appointed by the Vice-Chancellor as per the provisions in the Section 14(1)-(5) of the University Act.

### **4.2.1. Mode of Appointment**

The Vice-Chancellor may appoint a Pro-Vice Chancellor from amongst the Professors of the University or from any other Higher Education Institution under intimation to the Chancellor.

### **4.2.2. Term of Office**

The Pro-Vice Chancellor shall be appointed for a term of Three years.

### **4.2.3. Conditions of Service**

**4.2.3.1** The position of the Pro-Vice Chancellor shall be for a period of Three years and shall be co-terminus with the term of the Vice-Chancellor.

**4.2.3.2.** The Pro-Vice Chancellor shall be a member on all statutory bodies of the University.

**4.2.3.3.** The Pro-Vice Chancellor shall be entitled to an additional allowance as decided by the Vice-Chancellor.

**4.2.3.4.** Upper age limit for Pro-Vice Chancellor is 65 (sixty-five) years.

**4.2.3.5.** The Pro-Vice Chancellor may be appointed for the second term, if the age limit permits.

### **4.2.4. Duties and Responsibilities**

The Pro-Vice Chancellor shall take up the responsibilities assigned to her/him by the Vice-Chancellor over and above her/his regular responsibilities as a Professor.

## **4.3. Registrar**

The Registrar is the Chief administrative officer of the University and is the custodian of all assets and the seal of the University and of all other such objects and documents as decided and approved by the Executive Council.

### **4.3.1. Mode of Appointment**

The Registrar shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose by the Executive Council. The process of appointment of Registrar shall be initiated by the Vice-Chancellor by constituting a Selection Committee with the Vice-Chancellor as the Chairperson, one nominee of the University Court, one nominee of the Executive Council, one nominee of the Vice Chancellor from amongst the University Professor, two external experts to

be nominated by the Vice Chancellor who may be eminent academic, scientist or a bureaucrat, whose rank shall not be less than that of a University Professor. The post of the Registrar shall be advertised in the National and regional newspapers and in the University website. A screening committee constituted by the Vice-Chancellor comprising of one Professor as the Vice-Chancellor's nominee and one nominee from the Executive Council shall screen the candidates on the basis of the qualifications and all other eligibility requirements as per the norms of the University Grants Commission / the Ministry of Human Resource Development, Government of India and as accepted by the State Government. On approval of the Short-Listed candidates by the Vice-Chancellor, the selection committee shall interview the invited short-listed candidates and shall place the recommendation for consideration of the Executive Council.

#### **4.3.2 Term of Office**

4.3.2.1. The Registrar shall be a whole time Officer of the University who shall be appointed for a term of Five (05) years from the date of assuming her/his Office.

4.3.2.2. The Registrar may resign from the position of Registrar by serving advance notice of three (03) months to the Vice Chancellor.

4.3.2.3. The Executive Council may relieve the Registrar from the post on recommendation of the Vice-Chancellor on sufficient and convincing ground relating to dereliction of her/his assigned duties/gross act of delinquency affecting the administration and functioning of the university / violation of the established Rules and procedures of the university/ proven act of corruption- financial, administrative and moral.

4.3.2.4. In the event of any temporary vacancy in the office of the Registrar due to her/his leave on ground of illness or any other exigency, the Vice-Chancellor, on the approval of the Executive Council may commit the charge of the office of the registry to any suitable Officer/Professor of the University for a temporary period.

#### **4.3.3. Conditions of Service**

4.3.3.1. The Registrar shall be a whole-time officer of the University to be appointed for a term of five (05) years following the provision and the procedure of the University Act/Statutes/Ordinance.

4.3.3.2. The Registrar shall serve a probation period of one (01) year which may be further extended to another year, after which on review of her/his performance during the probation period by the Vice-Chancellor, she/he shall be confirmed in the position for the remaining period of the term.

4.3.3.3. The Registrar may be considered for reappointment on completion of her/his term should she/he so desires and following the provisions and the procedures under section 15 (1), (2) of the University Act and the Statute 4.1.1.

4.3.3.4. The Registrar shall draw the monthly salary on the pay scale and the Pay Band as approved by the University Commission/the Ministry of Human Resource Development, Government of India and as accepted by the State Government.

4.3.3.5. The Registrar shall be entitled to an official quarter on payment of the approved Licence Fee and the billed Electricity and water Charges as per the norms of the UGC/Ministry of Human Resource Development, Government of India and as accepted by the State Government.

4.3.3.6. The Registrar shall be entitled to an official vehicle 24x7.

#### **4.3.4. Duties and Responsibilities**

4.3.4.1. Under the provision of the section 15 (3), the Registrar shall be the *ex-officio* Secretary of the Court, the Executive Council, the Construction Committee, the Building and Works committee and other Committees as decided by the Executive Council and the Vice-Chancellor with the exception of those authorities, committees and any other bodies where the Vice-Chancellor herself/himself or any other of her/his nominees are the Chairperson.

4.3.4.2. The Registrar shall convene the meetings of all committees on which she/he is the *ex-officio* Secretary and shall be responsible for all such acts such as preparation of the Agenda Notes, intimation to the members, preparation and circulation of the minutes after due approval from the Vice-Chancellor or any other competent authority as the case maybe.

4.3.4.3. The Registrar shall be the custodian of the records, the seal and the property of the University and of any other objects, documents as the Executive Council/ Vice-Chancellor shall commit to her/his charge. The Registrar shall be responsible for regular updating and maintenance of the University Stock Book and the University Asset Register.

4.3.4.4. The Registrar shall be responsible for issue and receipt of all official letters and communications.

4.3.4.5. The Registrar is the authorised officer to put up all official Notifications, Circular, Office Order in the University website, University Notice Board and the Newspaper after due approval of the Vice-Chancellor.

4.3.4.6. The Registrar shall be the authorised officer to communicate with the State and the Union Governments on any matter relating to the University.

4.3.4.7. The Registrar shall be the authorised officer to receive the communications under the Right to Information Act and shall issue responses as and when required as per the law.

4.3.4.8. The Registrar shall represent the University in the Court of Law in suits or proceedings by or against the University, sign Powers of Attorney and verify pleadings and/or depute her/his representatives for the purpose. The Registrar shall be the authorised Officer to sue any party /Individual on behalf of the University after due approval from the Executive Council/ Vice-Chancellor for any liability to the University, for any breach of contract entered into the University.



4.3.4.9. The Registrar shall be the official signatory in all Memorandum of Understanding (MoU), Memorandum of Agreement (MoA) or any Agreement of mutual cooperation between the University and other institutions/organisations as approved by the Executive Council. The Registrar shall be responsible for obtaining prior approval from the State and the Union Governments for entering into any MoU/MoA or other Agreement with any foreign University/ Higher Education Institute.

4.3.4.10. The Registrar shall be responsible for creation and maintenance of the comprehensive digital database of the University.

4.3.4.11. The Registrar shall be responsible for addressing all issues relating to gender and be responsible for ensuring effective functioning of the Internal Complaints Committee.

4.3.4.12. The Registrar shall be responsible for timely and regular operation of the Semester system.

4.3.4.13. The Registrar shall be responsible for maintaining all activities and practices on the campus of the University and on the campus of its Constituent Colleges, if any, that ensures and enhance sustainable environment.

4.3.4.14. The Registrar shall be responsible for coordinating with the Finance Officer and the Vice Chancellor on all matters relating to timely preparation of the University Budget, Statement of Accounts, University Balance Sheet, the Annual Report of the University, conduct of the internal audit and the annual audit of the accounts and on all other such matters that ensure transparent financial management of the University.

4.3.4.15. The Registrar shall issue the appointment letters to the teaching and the non-teaching staff with the terms of references as approved by the Executive Council.

4.3.4.16. The Registrar shall ensure that the Annual Confidential Reports of all employees, teaching and non-teaching are prepared by the assigned Controlling Officers and placed before the authorised Officers for necessary action and record.

4.3.4.17. The Registrar shall be responsible for coordinating with all concerned officers for regular and timely conduct of the Academic and Administrative Audit of the University.

4.3.4.18. The Registrar shall be authorised under *force majeure* to take any measure deemed appropriate in consultation with the Vice-Chancellor at times of emergency arising out of health and medical, law and order, major accidents, natural calamities, etc.

4.3.4.19. The Registrar shall be providing the necessary support to the Vice Chancellor when called for, on any other matter relating to the University which are not explicitly covered under the Statutes and perform such duties as asked by the Vice Chancellor in the interest of the University.

#### **4.4. Academic Registrar**

##### **4.4.1. Mode of Appointment**

The Academic Registrar of the University shall be appointed by the Registrar under the section 17 (1) of the Act of the University on approval of the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the Academic Registrar from amongst the candidates with the academic qualifications and having fulfilled all other eligibility criteria as per the requirement of the UGC/MHRD.

##### **4.4.2. Term of Office**

The Academic Registrar shall serve as a whole time officer and shall continue to serve the University after successful completion of the probationary period of one year which may be extended for another year (maximum two years of probation period) from the date of his/her joining the position till she/he attains the age of superannuation as per the provision of retirement age of the Ministry of Human Resource Development, Government of India and as approved by the State Government.

##### **4.4.3. Conditions of Service**

4.4.3.1. The Academic Registrar shall be a full-time regular employee of the University and shall be entitled to the emoluments in the approved pay scale and pay band accepted by the State Government.

4.4.3.2. The Academic Registrar shall serve a probation period of one year which may be further extended to another year, after which on review of her/his performance during the probation period by the Vice-Chancellor, she/he shall be confirmed in the position.

4.4.3.3. In the event of the Academic Officer proceeding on long leave on the ground of illness, or any unforeseen unavoidable exigencies, the charge of the office of the Academic Registrar shall be temporarily entrusted upon any other suitable officer/Professor of the University as deemed appropriate by the Vice-Chancellor of the University.

##### **4.4.4. Duties and Responsibilities**

4.4.4.1. Under the provision in the section 17 (1) of the Act of the University, the Academic Registrar shall be the Secretary of the Academic Council of the University. The Academic Registrar shall prepare the Agenda Notes for the Meetings of the Academic Council and shall be responsible for preparation and circulation of the Minutes of the meetings of the Academic Council.

4.4.4.2. The Academic Registrar shall coordinate with the Deans of the Faculties and the Heads of the departments in the preparation and periodic revision of the syllable of all Academic programmes of the University. The Academic Registrar shall ensure the new course curricula and prepared and presented to the Academic Council for consideration in accordance with the Learning Outcome Based Curriculum Framework.

4.4.4.3. The Academic Registrar shall be responsible for preparation of the Academic Calendar, Time Tables of the University. The Academic Registrar shall also ensure that the classes are allocated in conformity with the assigned credits to the teaching units in the curricula.

4.4.4.4. The Academic Registrar shall coordinate with the Heads of the Departments, the Deans of the Faculties and the Controller of Examination for governance of the semester system.

4.4.4.5. The Academic Registrar shall organise Workshops and Training Programmes for the faculty members on Pedagogy, application of ICT in teaching learning, continuous comprehensive evaluation, evaluation of students' feedback, etc.

4.4.4.6. The Academic Registrar shall provide professional support to the Vice Chancellor, the Registrar and all other functionaries of the University on any other matter, other than those specified in the Statutes for proper Academic Governance of the University.

4.4.4.7. The Academic Registrar shall be responsible for coordinating with the Deans of the Faculties and the Heads of the Departments for facilitating teaching learning by the students through the available MOOCS platforms like the SWAYAM.

4.4.4.8. The Academic Registrar shall be responsible for collecting and maintaining all student related data of the University in the National Academic Depository (NAID).

4.4.4.9. It will be the duty and responsibility of the Academic Registrar to create and maintain digital data base of the University for participation in the assessment and accreditation of the University by agencies approved by the Government of India like the National Assessment and Accreditation Council (NAAC), the National Institutional Ranking Framework (NIRF), National Accreditation Board (NAB), etc.

4.4.4.10. The Academic Registrar shall organise the periodic Academic and Administrative Audit of the University by external peer group.

4.4.4.11. The Academic Registrar shall coordinate with the Director of the Internal Quality Assurance Cell (IQAC) in all matters relating to the quality control mechanism of the University stated in 4.1.4.6. and 4.1.4.7.

4.4.4.12. The Academic Registrar shall coordinate with the Departments, the Deans of the Faculties, the Dean R & D and the Dean, Student Welfare for facilitating Industry-Academia Interfacing.

4.4.4.13. The Academic Registrar shall coordinate with the Heads of the Departments and the Heads of the Centres of Studies and the Deans of the Faculties for facilitating appointment of Visiting Professors and the Guest faculties.

4.4.4.14. The Academic Registrar shall coordinate with the Deans of the Faculties, Dean, Students welfare and the Dean, R & D for facilitating admission of International students into the various teaching and research programmes of the University.

**4.4.4.15.** The Academic Registrar shall coordinate with the Controller of Examinations in organising the Convocation of the University.

## **4.5 Controller of Examination**

### **4.5.1. Mode of Appointment**

The Academic Registrar of the University shall be appointed by the Registrar under the section 17 (1) of the Act of the University on approval of the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the Controller of Examinations from amongst the candidates with the academic qualifications and having fulfilled all other eligibility criteria as per the requirement of the UGC/MHRD.

### **4.5.2. Term of Office**

The Controller of Examinations shall serve as a whole time officer and shall continue to serve the University after successful completion of the probationary period of one year which may be extended for another year (maximum two years of probation period) from the date of his joining the position till she/he attains the age of superannuation as per the provision of retirement age of the Ministry of Human Resource Development, Government of India and as approved by the State Government.

### **4.5.3. Conditions of Service**

**4.5.3.1.** The Controller of Examination shall serve a probation period of one year which may be further extended to another year, after which on review of her/his performance during the probation period by the Vice-Chancellor, she/he shall be confirmed in the position.

**4.5.3.2.** The Controller of Examination shall draw his salary in the Pay Scale and the Pay Band as per the Ministry of Human Resource, Government of India/ the University Grants Commission and as approved by the State Government.

**4.5.3.3.** In the event of any temporary vacancy in the Office of the Controller of Examinations due to reasons of medical exigency or any other such unforeseen and unavoidable circumstances, the Vice-Chancellor shall appoint any other Officer of the University deemed suitable for the post as a temporary measure.

### **4.5.4. Duties and Responsibilities**

**4.5.4.1.** Under the provision of the section 6 (iv) of the University Act, the Controller of Examination shall be responsible for the conduct of the Mid Semester and Semester End Examinations of all academic programmes of the University and those of the Constituent Colleges, if any.

**4.5.4.2.** The Controller of Examination shall be responsible for coordinating with the Heads of the Departments/Centres of Studies and the Principal of the Constituent Colleges, if any for obtaining the Grades/marks of the students under the Continuous

Comprehensive Evaluation system and the Grades/Marks of the students in the Sessional Examinations.

**4.5.4.3.** The Controller of Examination shall recommend to the Vice-Chancellor for the appointment of the External Examiners, if any on the basis of the recommendation of the concerned Head of the Department for the conduct of Practical Examination in the required subjects.

**4.5.4.4.** The Controller of Examination shall constitute the Moderation Committee as approved by the Vice-Chancellor and convene the meetings as and when required for finalising the Question Papers of the Mid Semester and the Semester End Examinations.

**4.5.4.5.** The Controller of Examination shall compile the results of the Mid Semester and the Semester End Examination of the University and of the Constituent Colleges, if any and publish the same after due approval of the Vice-Chancellor.

**4.5.4.6.** The Controller of Examination shall conduct the Examination of the Course Work of the PhD programme of the University and shall prepare the result for declaration after due approval from the Vice-Chancellor.

**4.5.4.7.** The Controller of Examination shall coordinate with Academic Registrar and the Director, IQAC in creating student database for the National Academic Depository (NAD), NAAC visit, NIRF Ranking of the University and on any other matter of relevance to academic governance.

**4.5.4.8.** The Controller of Examination shall be responsible for coordinating with the Academic Registrar, Registrar and the Deans of the Faculties in organising the Convocation of the University with six months of declaration of the final results of the academic programmes for the award of the Degrees, Diplomas and the Certificates to the successful students.

## **4.6. Finance Officer**

### **4.6.1. Mode of Appointment**

The Finance Officer is a whole time Officer of the University who shall be appointed on the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the suitable candidate with the required qualification and having the requisite eligibility as per the provisions under the relevant Rules of the Ministry of Human Resource Development/ University Grants Commission and as approved by the State Government.

### **4.6.2. Term of Office**

The Finance Officer shall be appointed for a full term of Five (5) years and shall continue to serve in the position until the completion of the term or the date of superannuation, whichever is earlier.



**4.6.3. Conditions of Service**

**4.6.3.1.** The Finance Officer shall serve a probation period of one (01) year which may be further extended to another year after which on review of her/his performance during the probation period by the Vice-Chancellor, she/he shall be confirmed in the position.

**4.6.3.2.** The Finance Officer may be considered for reappointment on completion of her/his term should she/he so desires and following the provisions and the procedures under section 20 (1) of the University Act and the Statute 4.4.1. of the University provided she/he fulfils the laid down conditions for appointment of the post for another term.

**4.6.3.3.** The Finance Officer shall draw her/his salary in the Pay Scale and the Pay Band as per the Ministry of Human Resource, Government of India/the University Grants Commission and as approved by the State Government.

**4.6.3.4.** In the event of any temporary vacancy in the Office of the Finance Officer due to reasons of medical exigency or any other such unforeseen and unavoidable circumstances, the Vice-Chancellor shall appoint any other Officer of the University deemed suitable for the post as a temporary measure.

**4.6.4. Duties and Responsibilities**

**4.6.4.1.** The Finance Officer shall be a whole time Officer of the University who shall be responsible for the overall supervision of the financial management of the University.

**4.6.4.2.** The Finance Officer shall prepare the annual Budget Estimate under the recurring and the Non-recurring expenditure Heads and shall maintain the records of the revenues earned by the University through various Heads of Student Fees, Registration Fees, Migration Fees, Bank Guarantees, Endowment Funds, Extra mural Grants, Grant Over Heads, etc.

**4.6.4.3.** The Finance Officer shall be responsible for preparation of the Annual Statements of Accounts and the Balance Sheet of the University for consideration of the Finance Committee, the Executive Council and the Court

**4.6.4.4.** The Finance Officer shall ensure that there is an effective mechanism of regular monitoring of the financial expenditures through the internal audit.

**4.6.4.5.** The Finance Officer shall be responsible for ensuring the annual Audit of the University Accounts by the Accountant General's Office.

**4.6.4.6.** The Finance Officer shall be responsible for incorporation of the approved audited account of the University in the Annual Report of the University within the stipulated time frame.

**4.6.4.7.** The Finance Officer shall be responsible for coordinating with the Registrar in evaluating the assets of the University as recorded in the Asset Registrar and the Stock Books for consumable and non-consumable objects procured by each and every teaching and non-teaching department in terms of appreciation, if any and depreciation.



**4.6.4.8.** The Finance Officer shall be the *ex-officio* Secretary of the Finance Committee and shall prepare the Agenda Notes. Minutes of the Finance Committee Meetings and all other matters as stipulated in the sections 43 (a-g), 44 (1), 45 (1-6) of the University Act.

**4.6.4.9.** The Finance Officer shall constantly monitor the incurred expenditure and the earned revenue and advise the Vice-Chancellor accordingly to work out appropriate strategies for financial operation.

**4.6.4.10.** The Finance Officer shall ensure that the expenditure of the University is maintained in accordance with the approved budget of the University.

**4.6.4.11.** The Finance Officer shall be responsible for placing all mechanisms for financial transactions of the University in accordance with the policy guidelines and directives of the Government to ensure efficiency and transparency in the financial operations of the University.

**4.6.4.12.** The Finance Officer shall ensure that the income taxes of the employees are deducted at source properly and correctly and deposited to the Income Tax authority within the stipulated period.

**4.6.4.13.** The Finance Officer shall issue the signed salary certificates to each employee and ensure that the contributions/deductions towards the employees' provident Funds and towards the Permanent Retirement Account Number (PRAN) of the employees availing the National Pension Scheme under the National Securities Depository Limited are made regularly.

**4.6.4.14.** The Finance Officer shall perform such other functions and duties as may be assigned to her/him by the Executive Council and/or the Vice-Chancellor or as stipulated by the Statutes and/or Ordinances and Rules and the Regulations subject to the approval from the Finance Committee and the Executive Council.

## **4.7. Dean, Students' Welfare**

The Dean Students' Welfare shall be a regular position for supervision of all matters relating to the academic, curricular, extra-curricular, discipline, hostel accommodation, cultural, sports, career, social extension service and such other matters effecting the life of students on the campus and overall welfare and development of the students.

### **4.7.1. Mode of Appointment**

The Dean, Students' Welfare shall be appointed by the Executive Council on recommendation of the Vice-Chancellor from amongst the Professors of the University under the provision of section 19 of the University Act.

### **4.7.2. Term of Office**

The Dean Students' Welfare shall be a regular position for a term of three (03) years.

### **4.7.3 Conditions of Service**

**4.7.3.1.** The Dean, Students' Welfare shall be discharging his duties and responsibilities over and above her/his regular duties as a professor of the University.

**4.7.3.2.** The Dean Students' Welfare shall be provided with an independent Office and shall be provided accommodation on the campus.

**4.7.3.3.** The Dean Students' Welfare shall be required to attend her/his duties beyond the office hours as and when her/his presence is required on the campus.

**4.7.4 Duties and Responsibilities**

**4.7.4.1.** The Dean, Students' Welfare shall be the Chairperson of the students' Advisory Council.

**4.7.4.2.** The Dean, Students' Welfare shall be responsible for providing overall supervision on the general welfare and development of the students.

**4.7.4.3.** The Dean, Students' Welfare shall be the first officer to address any matter relating to students' grievance and shall make endeavour to resolve.

**4.7.4.4.** The Dean, Students' Welfare shall be responsible for allocating seats to the admitted eligible students in the Hostels of the University.

**4.7.4.5.** The Dean, Students' Welfare shall guide, direct and monitor the performance of the Wardens of the Hostels.

**4.7.4.6.** The Dean, Students' Welfare shall frame the Hostel Rules and Regulations for maintaining discipline and decorum in the Hostels.

**4.7.4.7.** The Dean, Students' Welfare shall ensure that the discipline and decorum on the campus is maintained by the students.

**4.7.4.8.** The Dean, Students' Welfare shall be responsible for conducting the Election of students' representative to the University Students Union in adherence to the Rules/Guidelines of the UGC as per the recommendations of the Lyngdoh Committee which have been made binding on all Universities and colleges by the Hon'ble Supreme Court of India.

**4.7.4.9.** The Dean, Students' Welfare shall be responsible to recommend the disciplinary actions to be taken on any student for violating the Rules and Regulations of the University in accordance with the Disciplinary Rules and Regulations of the University to the Vice-Chancellor.

**4.7.4.10.** The Dean, Students' Welfare supervises all cultural, sports and extension services of the students.

**4.7.4.11.** The Dean, Students' Welfare shall be responsible for overall supervision of the NCC and the NSS wings of the University.

**4.7.4.12.** The Dean, Students' Welfare shall coordinate with the Academic Registrar, Controller of Examinations and the Registrar on any matter relating to the curricular and co-curricular activities of the students.

**4.7.4.13.** The Dean, Students' Welfare shall coordinate with the Heads of the Departments, Academic Registrar, Finance Officer and the Registrar on matters relating to Scholarship, Travel Grant and Travel Permission for the students.

**4.7.4.14.** The Dean, Students' Welfare shall perform all such duties and functions as stipulated under section 41 [(i)-(vi)] of the University Act.

**Statute-5**

**Liberal Educational**

The University shall develop and offer courses within the broad ambit of Liberal Education with an objective of enlarging the intellectual horizon of the students to achieve excellence in all round academic performance and achievement which shall enrich the young minds with the ethos for a modern, liberal and global citizenry. Under the provision of the section 6(i) of the University Act, the University shall offer its various courses within the framework of the UGC by incorporating flexibility for pursuits of courses enabling students from diverse streams to choose subjects across their core disciplines. The Deans of Faculties shall endeavour to develop such courses that would also enable the students to acquire skills and knowledge that would enhance their employability. There shall be an emphasis on interdisciplinary teaching learning and research in the University. The pedagogy of the University shall be such that there is scope for harnessing the creative faculties of the students through independent observation, critical thinking and creative problem solving. The University shall also extend courses and engage in research on languages and traditional knowledge.

**B. KALYAN CHAKRAVARTHY,**

Principal Secretary to the Govt. of Assam,  
Higher Education Department.